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ABSTRACT

This four-chapter document encompasses the following: (a) general information--personnel required to hold certificates, definitions, types of certificates and their use in public schools, approved teacher preparation, waiver of requirements, obtaining an Oregon State Teacher's Certificate, renewal of certificates, reinstatement of certificates, Oregon colleges and universities approved for teacher preparation, Oregon intermediate education districts, Oregon State Teaching Certificate application, preparation for teaching report, and professional educational experience report; (b) teaching certificates--basic teaching certificate, standard teaching certificate, endorsement of basic and standard teaching certificates, special teaching certificates; (c) personnel service specialist certificates--basic and standard personnel service specialist certificates, and special personnel service certificates; and (d) administrative certificates--approved program preparation for administrative certificates, experience assessment board evaluation of preparation for administrative certificates, endoresement of standard administrative certificates, and special administrative certificates. (JCW)

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TEACHER STANDARDS AND PRACTICES

COMMISSION

CHAPTER 584

ADMINISTRATIVE RULES 31-000 - 34-042

OREGON RULES FOR CERTIFICATION OF TEACHERS, SPECIALISTS, AND ADMINISTRATORS

EFFECTIVE

JANUARY 1, 1975

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INTRODUCTION

The assumption underlying teacher certification is that it is possible to devise a process which will distinguish between those persons who are qualified to serve as educators in the public schools and those who are probably not so qualified. The state's exercise of its power in licensing teachers is legitimate, moral, and rational, only to the extent that teacher certification protects and promotes the public interest of the people for whose welfare and benefit state accredited schools are established.

Oregon law requires children and youth to attend schools to provide the state with an educated citizenry. Certification of teachers must assure, within reasonable limits, that children and youth will be under the direction of competent educators. This competency includes: a comprehensive knowledge of the subject matter, the learner, and the teaching learning process; and, the ability to bring about desired development in the student through appropriate educative processes.

This 1975 edition of the RULES FOR CERTIFICATION OF TEACHERS, SPECIALISTS, AND ADMINISTRATORS is prepared as a part of Oregon's continuing effort to improve the preparation and certification of educators. Authority to establish rules for certification is delegated to the Teacher Standards and Practices Commission under Oregon Revised Statutes 342.120 to 342.200, 342.340 to 342.430, and 342.505 to 342.663. These rules, developed in accordance with the Attorney General's Model Rules of Practice and Procedure under the Administrative Procedure Act, 1973, constitute the minimum preparation acceptable for certification in Oregon.

Certification standards are constantly subject to change, and important changes will surely be considered in the years ahead as Oregon seeks to maintain

high quality instruction which meets the demands of modern times. Your advice, suggestions, and questions about certification matters are welcome.

Correspondence should be directed to Richard S. Jones, Executive Secretary, Teacher Standards and Practices Commission, 942 Lancaster Drive, Salem, Oregon 97310.

31-000 CHAPTER ONE - GENERAL INFORMATION

31-010 PERSONNEL REQUIRED TO HOLD CERTIFICATES

Individuals who have direct responsibility for instruction, personnel service, or administration and who are compensated for their services from public funds are required to hold a certificate with appropriate levels and areas of endorsement.

A school shall employ and assign properly certificated personnel for all teaching, administrative, supervisory, consultative, library, or other special positions involved in the instructional program of the school in accordance with applicable Oregon statutes and administrative rules.

Certification requirements are set forth in Oregon Rules for Certification of Public School Teachers, Educational Specialists and Administrators, adopted by the Commission as Chapter 584 of the Oregon Administrative Rules (31-000 to 34-042).

Any school district which employs as a teacher, educational specialist, or administrator any noncertificated person shall forfeit in state funds due the district the amount of the salary paid to the noncertificated person for the year during which the noncertificated person is employed.

No hiring or written contract of any teacher, educational specialist, or administrator is valid unless the person, on or before the date employment is to begin, holds a valid certificate with endorsements appropriate to the position held.

Every school is required to maintain a current recrd which includes the name of every certificated employee; the type of certificate he holds; date of expiration of this certificate; transcripts of his professional preparation; and teaching, administrative, or special endorsement which he holds.

The administrator of a school district who, because of the size of his school, a scheduling problem, or the unavailability of properly qualified applicants, finds it necessary to give regularly certificated staff members assignments for which they do not meet requirements of the appropriate endorsement, shall, in making such assignments, provide reasonable justification to the superintendent of the intermediate education district, to the Oregon State Department of Education, and to the Teacher Standards and Practices Commission. He also shall state his plan for correcting the situation. Such assignments shall be considered as emergency and only temporary in nature.

31-020 DEFINITIONS

As used in these rules, unless the context requires otherwise, the following definitions apply:

(1) "Administrator" includes all superintendents, assistant superintendents and principals in the public schools.

(2) "Approved teacher education institution" is one which meets the standards of the Teacher Standards and Practices Commission for preparation of teachers for grades preprimary through 12.

(3) "Approved teacher education program" is one offered by an approved teacher education institution and is so recognized by the Teacher Standards and Practices Commission, after considering recommendations of the State Board.

(4) "Commission" means the Teacher Standards and Practices Commission.

(5) "Instruction" includes direction of learning in class, in small groups, in individual situations, in the library and in guidance and counseling.

(6) "Intern teacher" means a regularly enrolled student of an approved teacher education institution who teaches under the supervision of

the staff of the institution and of the employing school district in order to acquire practical experience in teaching and for which the student receives both academic credit from the institution and financial compensation from the school district.

(7) "State board" means the State Board of Education.

(8) "Teacher" includes all certificated employes in the public schools who have direct responsibility for instruction and who are compensated for their services from public funds.

(9) "Teacher aide" means a noncertificated person employed by a school district whose assignment consists of and is limited to assisting a certificated teacher in accordance with rules established by the State Board of Education.

(10) "Teaching certificates" mean certificates issued and renewed by the Teacher Standards and Practices Commission by the authority of the State of Oregon, subject to ORS 342.120 to 342.173 and the rules of the Commission.

31-030 TYPES OF CERTIFICATES AND THEIR USE IN PUBLIC SCHOOLS

31-031 Basic and Standard Teaching Certificates and Endorsements

(1) Basic Teaching Certificate

The Basic Teaching Certificate is the initial certificate issued to persons completing a preservice teacher education program. It is valid for not more than three consecutive school years from the date of issuance.

The Basic Teaching Certificate qualifies the holder to teach in the public schools in any instructional assignment from preprimary through grade 12 for which the certificate has been endorsed. The various endorsements and their uses are stated in 31-031, sections three through six.

(2) Standard Teaching Certificate

The Standard Teaching Certificate is issued to persons who have completed an approved teacher education program culminating either with a master's degree or with the completion of 45 quarter hours of upper division or graduate study and who have two years of successful teaching experience in public schools on the Basic Teaching Certificate. It is valid for not more than five consecutive years from the date of issuance. The Standard Teaching Certificate qualifies the holder to teach under the same conditions and in the same capacities as defined for the Basic Teaching Certificate.

(3) General Endorsement of Basic and Standard Teaching Certificate

The level of students which a person may teach on a basic or standard certificate is determined by the general endorsement, either elementary or secondary. Basic endorsement at the applicable level is required for all assignments in Oregon public schools.

A basic or standard elementary endorsement enables the holder to teach in preprimary through grade 9 in the self-contained elementary classroom. One may also teach grades 5 through 9 in a departmentalized school provided the applicable subject matter endorsement has been completed. Elementary teachers who teach in self-contained classrooms in preprimary through grade 9 are not required to obtain a standard certificate but may continue to teach on a basic certificate. The basic certificate for elementary teachers is renewed upon verification of recent educational experience. Persons who hold an elementary endorsement, and who teach in a departmentalized school in grades 5 through 9 or who teach special education classes, must complete a standard certificate upon expiration of the second basic endorsement.

A basic secondary endorsement enables the holder to teach in departmentalized schools from grades 5 through 12 in those areas in which subject matter endorsements have been met. Secondary teachers must complete a standard certificate upon expiration of the second basic endorsement, with a concentration in intermediate or senior high. An intermediate concentration is required to teach in a departmentalized school from grades 5 through 9; a senior high concentration is required to teach from grades 9 through 12.

(4) Subject Matter Endorsements of Basic and Standard Teaching Certificates

Basic and Standard Teaching Certificates may be endorsed in subject matter areas enabling the holder of an elementary endorsement to teach grades 5 through 9 or the holder of a secondary endorsement to teach grades 5 through 12 in a departmentalized school in the areas in which the subject matter endorsements have been met. The standard subject endorsement is required for the area of major assignment (one-half time or more), but teachers may be employed on a basic endorsement in the area of minor assignment. Basic and standard endorsements are possible in: agriculture (vocational), art, business and office education (nonvocational and vocational), distributive education (vocational), driver education (combined endorsement - basic only), educational media, foreign language, health education (preprimary through grade 12), health education (combined endorsement), home economics (nonvocational and vocational), industrial education (nonvocational and vocational), language arts, speech, journalism, drama, language arts and social studies (for teaching combined classes of language arts and social studies in grades 5-12), pre-algebra and general mathematics (combined endorsement), algebra and geometry,

elementary music (preprimary through grade 9), music (preprimary through grade 12), physical education (grades 5 through 12), physical education (preprimary through grade 12), reading (combined endorsement), sciences (biology, chemistry, physics, earth science, and integrated science), and social studies.

(5) Endorsement of Basic and Standard Teaching Certificates in Art, Foreign Language, Home Economics, or Industrial Education

A basic or standard teaching certificate with a standard endorsement in art, foreign language, home economics, or industrial education enables the holder to teach in the area of the endorsement in preprimary through grade 12.

(6) Special Education Endorsements

A Basic or Standard Teaching Certificate with a special education endorsement enables the holder to accept an assignment in state-reimbursed or state-approved programs in the grades stipulated for the elementary or secondary certificate which is endorsed. Special educators are required to complete a standard certificate with a standard endorsement in the area of exceptionality upon expiration of the second basic endorsement.

31-032 Special Teaching Certificates

(1) Special Vocational Teaching Certificate

A Special Vocational Teaching Certificate qualifies the holder to teach in the grades and vocational field indicated on the certificate. Assignment is limited to the district and position requested by the employing school board.

(2) Certificate of Accomplishment

A Teaching Certificate of Accomplishment enables the holder to accept a position of the type specified on the certificate.

(3) Restricted Teaching Certificate

A Restricted Teaching Certificate qualifies the holder to accept an assignment in the grades, subject fields, and school district indicated by the certificate. Restricted certificates are issued at the request of employing school boards after August 15.

31-033 Basic and Standard Personnel Service Certificates

(1) Basic Personnel Service Certificate

The Basic Personnel Service Certificate is the initial certificate issued to counselors, school psychologists, and supervisors. A Basic or Standard Teaching Certificate is a prerequisite for a personnel service certificate, and the various endorsements require from one to three years of successful teaching experience.

The Basic Personnel Service Certificate is valid for not more than three consecutive school years from the date of issuance. It qualifies the holder to serve in the public schools of the state in any personnel service assignment from preprimary through grade 12 for which he has completed the appropriate endorsement.

Persons employed in personnel service are required to complete a standard personnel service certificate upon expiration of the second basic personnel service certificate.

(2) Standard Personnel Service Certificate

The Standard Personnel Service Certificate is issued to persons who have completed an approved preparation program culminating either in a master's degree or the equivalent and who have two years of successful experience in public schools on the Basic Personnel Service Certificate. It is valid for not more than five consecutive years from the date of issuance.

The Standard Personnel Service Certificate qualifies the holder to serve under the same conditions and in the same capacities as defined for the Basic Personnel Service Certificate.

(3) Endorsement of Basic and Standard Personnel Service Certificates

Basic and Standard Personnel Service Certificates may be endorsed in following areas enabling the holder to serve in those areas of personnel service in preprimary through grade 12: counselor (basic and standard) and supervisor (basic and standard). A Standard Personnel Service Certificate may be endorsed as a school psychologist, enabling the holder to serve in that capacity in preprimary through grade 12.

A counselor's endorsement is required for teachers or administrators who devote one-half time or more to duties related to counseling.

A school psychologist's endorsement is required if one-half or more of a teacher or administrator's time is employed in providing psychological services.

A supervisor endorsement is required of staff whose major responsibilities (one-half time or more) lie in the following: organization and maintenance of professional growth program for certificated personnel; leadership responsibility for planning and development of curriculum; improvement of instructional practices; continuous evaluation of instruction and curriculum; and direction or supervision of special education.

31-034 Vocational Personnel Service Specialist Certificates

(1) Vocational Supervisor's Certificate

The Vocational Supervisor's Certificate is required for staff who have responsibility for the supervision of one or more areas in the vocational instruction program which constitute one-half or more of their assignment.

(2) Vocational Director's Certificate

A Vocational Director's Certificate is required for staff who have responsibility for administration of all aspects of a vocational education program which constitute one-half or more of their assignment.

31-035 Basic and Standard Administrative Certificates

(1) Basic Administrative Certificate

The Basic Administrative Certificate is the initial certificate issued to superintendents and principals. A teaching certificate is not prerequisite to an administrative certificate, but competency in the teaching-learning process and completion of a master's degree or the equivalent are required. The certificate is valid for not more than two consecutive school years from the date of issuance.

The Basic Administrative Certificate enables the holder to serve in the public schools as the chief administrator (usually superintendent, but regardless of the specific title), assistant superintendent, or principal from preprimary through grade 12 provided the appropriate endorsement has been completed.

The Basic Administrative Certificate may be renewed only twice, for two years each time, provided the candidate has completed a portion of an approved program leading to the Standard Administrative Certificate for each renewal.

(2) Standard Administrative Certificate

The Standard Administrative Certificate is issued to persons who have completed an approved program for school administrators or is recognized by the Teacher Standards and Practices Commission as having the competencies essential to a school administrator. The applicant must verify three years of successful administrative experience at the level at which the certificate is sought. The certificate is valid for not more than five consecutive school years from the date of issuance.

The Standard Administrative Certificate qualifies the holder to serve under the same conditions and in the same capacities as defined for the Basic Administrative Certificate.

(3) Endorsement of Basic and Standard Administrative Certificates

Basic and Standard Administrative Certificates may be endorsed as superintendent or principal enabling the holder to serve in those capacities in preprimary through grade 12.

A superintendent's endorsement is required for the chief administrator who reports directly to the board of a local school district or an intermediate education district. The superintendent's endorsement is also required for the chief administrator's immediate subordinates who devote one-half time or more to duties relating to administration of the district. In an elementary school district with seven or fewer teachers, including the head teacher, the head teacher is not required to have an administrative certificate.

A principal's certificate is required for the administrator of each local school attendance unit, with the exception of an elementary school with seven or fewer teachers.

31-036 Special Administrative Certificates

(1) Restricted Administrative Certificates

A Restricted Administrative Certificate enables the holder to accept a position as principal or superintendent as specified by and within the school district requesting the certificate.

(2) Administrative Certificate of Accomplishment

An Administrative Certificate of Accomplishment enables an exceptional person who lacks full formal preparation to serve as the superintendent of the school district requesting the certificate.

31-037 Certificates Issued Under Previous Rules

(1) Five-Year Elementary Certificates

The Five-Year Elementary Teacher's Certificate may be used in the elementary school from kindergarten through grade 8 and in a regularly organized junior high school. (A junior high school consists of grades

7 and 8 or grades 7, 8, and 9 when organized as an administrative unit and operated as distinct from the elementary or senior high school.) It may also be used in grades 7, 8, and 9 in the six-year high school.

(2) Secondary Certificates

The Secondary Certificate, five-year or provisional, may be used in the high school or in grades 7 and 8 or 7, 8, and 9 when organized and operated as a junior high school distinct from the elementary school or the senior high school. It may also be used in grades 7, 8, and 9 when organized as part of a six-year high school.

(3) Administrative Certificates

Administrative Certificates issued under the regulations in effect prior to October 15, 1965, continue to be valid after October 15, 1965, for the kinds of administrative assignments for which they were issued.

(4) Renewal of Five-Year Certificates

(a) A five-year teacher's certificate shall be renewed when the holder has taught one school year (eight consecutive months of full-time teaching) during the life of such certificate, provided application for renewal is made within five years of the last year of teaching in the period for which the five-year certificate was issued. Military service, research, or similar educational experience may be substituted by the Teacher Standards and Practices Commission for the experience requirement for renewals.

(b) A five-year teacher's certificate shall be considered to have lapsed if the holder has not taught one school year (eight consecutive months of full-time teaching) during the life of such certificate and made application for renewal within five years of the last year of teaching in the period for which the five-year certificate

was issued. To reactivate a certificate which has lapsed, the applicant must complete nine quarter hours of preparation in an approved teacher education institution, such preparation to have been completed within the five-year period immediately prior to the date of application for reinstatement.

(c) An Administrative Certificate issued under the regulations in effect prior to October 15, 1965, shall be renewed when the holder officially verifies one school year (eight consecutive months, full-time) of administrative experience during the life of the certificate, provided application for renewal is made within five years of the last year of administrative experience in the period for which the certificate is issued. A five-year administrative certificate shall have lapsed if the holder has not served as an administrator one school year (eight consecutive morths, full-time) during the life of such certificate and made application for renewal within five years of the last year of administrative experience in the period for which the five-year certificate is issued. To reactivate a certificate which has lapsed, the applicant must complete, in an approved college or university, nine quarter hours of preparation which lends itself to improvement of the applicant's ability as a school administrator.

(5) Transition to the 1972 Rules for Certification

(a) Teacher education candidates who are enrolled in and accepted by an Oregon approved teacher education institution are permitted to complete their programs of preparation for the Basic Certificate under the Oregon Rules for Certification of Public School Teachers, Education Specialists and Administrators as adopted by the Oregon

State Board of Education, February 11, 1969, if the approved programs are completed and applications for the certificate are made prior to October 14, 1974.

(b) Persons receiving a Basic Certificate under the 1965-72 Rules may complete requirements for the Standard Certificate under those Rules by October 15, 1980. Those not meeting all requirements under prior rules by that date must complete the endorsements in effect at that time.

(c) Applicants who meet the requirements for renewal of certificates and endorsements initially issued under the Rules for Certification in effect from 1965 to 1972 will be issued appropriately comparable certificates and endorsements under the 1972 Rules for Certification. To reactivate a certificate of this type which has lapsed, the applicant shall present official evidence of completion of nine quarter hours of preparation in an approved education institution, such preparation to have been completed within the five-year period immediately prior to the date of application for reinstatement and applicable to meeting the current requirements of the certificate and endorsement for the grade level or subject field in which the applicant proposes to teach.

31-040 APPROVED TEACHER PREPARATION

Oregon, like most other states, grants certification on the basis of the applicant's having completed a program approved by the state's teacher licensing agency. A graduate of an Oregon approved program is initially certified by having the preparing institution recommend him for the certificate with its endorsements. No transcript review is necessary, because the Commission has given prior approval to the courses and

learning experiences that are required for completion of the program. A list of the Oregon colleges and universities having approved programs for the preparation of teachers, personnel service specialists, and administrators is included at the end of this chapter (see page).

31-041 Oregon Teacher Education Institutions

An Oregon college or university which is approved for teacher preparation may recommend its candidates for Oregon Basic and Standard Certificates in the areas of instruction, educational specialty, and/or administration in which the programs are accredited by the Teacher Standards and Practices Commission.

Accreditation of programs is granted by the Commission in accordance with the following policies and procedures:

(1) An institution, which has the full accreditation of the Northwest Association of Secondary and Higher Schools and is approved by the State Board of Education as a degree-granting institution, may apply to the Commission for approval of its program for the preparation of teachers.

(2) Approval by the Commission is granted following an evaluation of program philosophy and content and an on-site visit by a program approval committee. These committees include public school educators, teacher educators from other colleges and universities, and representatives from local education agencies.

(3) No program receives approval for teacher education for a period longer than five years. At the end of the five-year period, or any lesser period as designated by the Commission, reevaluations are made.

(4) Institutions accredited by the National Council for Accreditation of Teacher Education may be approved for teacher education by the Commission on the basis of that accreditation. Where accreditation is granted by NCATE for periods longer than five years, the Commission arranges reevaluations at intervals not to exceed five years. Institutions, requesting approval on the basis of NCATE accreditation, file copies of their self-study report, the visiting committee evaluation, and the report of NCATE action with the Commission.

(5) Administrators of programs approved for purposes of teacher education file with the Commission by October 1 of each school year:

(a) A report, on forms provided by the Commission, of the number of students completing teacher education programs in the previous year in each endorsement area.

(b) A statement of any deviations from the program as originally approved.

(c) A report, on forms provided by the Commission, of the waivers of requirements granted in the previous year indicating the courses and numbers of students involved (see OAR 31-050).

31-042 Institutions Approved by NCATE

Colleges and universities outside of Oregon may recommend their candidates for Oregon Basic Teaching Certificates with basic endorsements (general, subject matter, and special education) if the institutions are accredited by the National Council for Accreditation of Teacher Education. Certification is not granted to personnel service specialists or administrators on this basis.

31-043 State-Approved Institutions

Candidates with a degree from other out-of-state institutions may have their programs of teacher preparation evaluated by the Commission in accordance with the rules herein when the credit was offered by a college or university which was approved for teacher preparation by the State Department of Education of the state in which the institution is located and which was accredited by one of the following regional associations at the time the credit was earned:

New England Association of Colleges and Secondary Schools, North Central Association of Colleges and Secondary Schools, Northwest Association of Secondary and Higher Schools, Middle States Association of Colleges and Secondary Schools, Southern Association of Colleges and Secondary Schools, Western Colleges Association.

31-044 Approval of Other Teacher Preparation

Teacher preparation not completed through one of the procedures identified above (see 31-041 through 31-043) may be approved for the purposes of teacher certification in one of the following ways:

(1) The applicant shall request an evaluation of his previous preparation by an approved college or university in Oregon, complete those elements necessary to meet the requirements of the institution's approved program, and receive the recommendation of the institution for certification.

(2) The applicant shall complete twelve quarter hours in a planned program of graduate study in an approved institution of higher learning and secure verification from the institution that he is admitted as a candidate for a master's degree.

Under the foregoing provisions, a one-year certificate may be issued to an otherwise qualified applicant. Subsequent one-year certificates may be issued upon completion of an additional nine quarter hours applicable to the master's degree. Not more than five such one-year certificates will be issued to any applicant. Further certification is contingent upon completion of the master's degree and all other requirements of the regular Basic Teaching Certificate.

(3) The applicant shall earn either a baccalaureate or advanced degree from an approved institution which incorporates his previous preparation as a part of the degree program. The preparation will be evaluated in accordance with the requirements of the Rules for Certification, and appropriate certificates will be issued to qualified applicants.

31-050 WAIVER OF REQUIREMENTS

(1) The Teacher Standards and Practices Commission may substitute successful teaching or administrative experience to satisfy minimal requirements for formal college preparation as required in the certification rules and regulations adopted by the Commission.

(2) Officials of approved teacher education institutions are authorized to make judgments concerning waivers of required courses under the following policies:

(a) Teacher education institutions may waive part or all of the approved program requirements on a course-by-course basis for individual candidates who demonstrate the competencies which the requirements are intended to develop.

(b) Candidates are required to present written evidence or testimony that they have developed the competencies or knowledge required in particular courses. Letters from teachers or supervisors, test data, personal statements, observation reports, and the like may be accepted for this purpose. Such material shall be kept on file by the director of the teacher education program.

(c) Institutions shall develop, as part of their approved program, written policies and guidelines by which to evaluate requests for waivers. Particular persons or committees shall be authorized to examine and grant waivers. Persons from relevant college departments and school faculties shall be appropriately involved at all points.

(d) Institutions shall keep records of waivers granted and present summaries of this information to the Commission each year.

(e) Appeals to decisions of waiver of requirements may be made by the applicant to the Teacher Standards and Practices Commission.

31-060 HOW TO OBTAIN AN OREGON STATE TEACHER'S CERTIFICATE

Applicants for an Oregon State Teacher's Certificate shall submit the following material so that eligibility for the certificate can be determined:

(1) Application for an Oregon State Teacher's Certificate (Form C-1). (See page .)

(2) Report on Preparation for Teaching (Form C-2) to be sent by applicant to the Director of Teacher Education of the institution in which the teacher education program was completed. (See page .) Experienced teachers who have held a regular out-of-state certificate may present that certificate to the Teacher Standards and

Practices Commission. The out-of-state certificate plus a recommendation from a superintendent for whom the applicant has taught successfully one year (eight consecutive months, full-time) may be used in lieu of the Report on Preparation for Teaching.

(3) Complete official transcripts of all college preparation. These transcripts must bear the signature and seal of the registrar of the institution.

(4) Official verification of teaching experience, if applicant has taught (Form C-6). (See page .)

(5) The certification fee. (See OAR 31-061.)

31-061 Fees

The fee for the evaluation of the initial application for each certificate shall be $20; the fee for the renewal of each certificate shall be $20; and the fee for each duplicate certificate shall be $5. Requests for certification in additional areas are subject to the same regulations and fees as applications for certificates.

31-062 Procedures for Grant or Denial of Certificates, Including Renewals

These procedures do not apply for revocation or suspension of certificates, or reinstatement of a revoked or suspended certificate.

(1) The Commission delegates to the Executive Secretary authority to grant certificates in the following circumstances:

(a) Where the Executive Secretary finds that all academic and experience requirements established by law and regulation have been met;

(b) Where there is no information indicating that the applicant has been convicted of a crime specified in ORS 342.143 (3)(a) or (b);

(c) Where there is no information indicating that the applicant has been convicted of any felony, or within the immediately preceding five years (or since the more recent issuance of an Oregon certificate) of any misdemeanor other than a minor traffic offense; and

(d) Where the Executive Secretary has received no information, except complaints which he finds to be wholly frivolous, suggesting that applicant lacks good moral character or the mental or physical health necessary for fitness as a teacher.

(2) The Commission delegates to the Executive Secretary authority to deny certificates in the following circumstances:

(a) Where the Executive Secretary finds that the applicant lacks the academic or experience requirements established by law or regulation.

(b) Where the Executive Secretary finds that the applicant has been convicted of a crime specified on ORS 342.143 (3)(a), or of any equivalent offense under the laws of any other state.

(3) In every other case, the Executive Secretary shall refer the application, together with his recommendation, if any, to the Commission for action.

(4) Procedures for pending and delayed cases:

(a) In any case under Par. 2(a) where the Executive Secretary concludes that the applicant may complete requirements within 12 months after his determination, or that the applicant may

be able to furnish additional evidence sufficient to authorize issuance or renewal of a certificate under Par. 1(a), he shall ordinarily not deny the application, although he may in his discretion do so. He shall notify the applicant of the deficiency and treat the application as pending. However, the applicant shall be entitled to deem such notice to be a denial, and he shall be so notified and of his right to request a hearing.

(b) In every case under Par. 3 the applicant shall be notifed of the Executive Secretary's action, including his recommendation, if any, and the basis for the action. He shall also be informed of the time and place the matter will come before the Commission, but if the Executive Secretary's action occurs too late for prior notice to be practicably furnished to applicant, the Commission shall nevertheless act on the matter. The applicant may be heard by the Commission, if the Commission desires, but such opportunity shall not deprive him of the right to a formal contested case hearing if the application is denied.

(c) In any case under Par. 3 (including cases in which the recommendation is for issuance of a certificate) in which no Commission meeting is scheduled within 45 days after the mailing of notice to the applicant under Par. 4(b), the notice shall also state that the applicant may at his option treat the notice as a notice of denial of his application, giving him the immediate right to request a contested case hearing.

(5) In any case in which a request for hearing on the denial of application is received, the chairman shall set the matter for hearing within 45 days but not less than 10 days after receipt of the request, unless the applicant agrees to a longer or shorter period. The hearing shall as the chairman prescribes be:

(a) Before the full Commission at its next regular meeting within the specified time period; or

(b) Before the full Commission at a special meeting called for the purpose of the hearing, and for such other matters as the chairman may designate; or

(c) Before a panel of three members of the Commission designated by the chairman, at a time and place designated by the chairman; or

(d) Before a hearing officer designated as such by the Commission.

(6) A hearing officer or panel other than the full Commission shall forthwith prepare its recommended order in accordance with the model rules and submit it to the Commission, and the Commission shall act upon the matter, at a special meeting called for the purpose if necessary, no more than 45 days after the hearing.

31-070 RENEWAL OF CERTIFICATES BASED UPON CONTINUOUS CERTIFICATED EMPLOYMENT

(1) For purposes of renewing certificates which require only verification of successful experience, educational experience in the State Department of Education, Oregon public community colleges, or approved teacher education institutions may be accepted for public school experience. It shall be the responsibility of the applicant to provide all necessary evidence to support the application. All other certification requirements shall apply to persons renewing certificates in this manner.

(2) Administrators and personnel service specialists who also hold teaching certificates which may be renewed upon verification of successful experience are not required to renew both certificates. Certificates of this type may be reinstated upon application without additional preparation provided the applicant is continuously certificated for his current assignment.

31-080 REINSTATEMENT OF CERTIFICATES

Applicants requesting reinstatement of certificates which have been revoked by the Teacher Standards and Practices Commission or the State Superintendent of Public Instruction shall meet all requirements of the Rules for Certification in effect at the time of reinstatement. When reinstating a certificate which has been revoked, the applicant shall present proof of one year of successful teaching during the previous five years or shall present official evidence of completion of nine quarter hours of preparation in an approved education institution, such preparation to have been completed within the five-year period immediately prior to the date of application for reinstatement and applicable to meeting the current requirements of the certificate and endorsements for the grade level or subject field in which the applicant proposes to teach. Teaching experience is verified officially by the superintendent of the intermediate education district or the superintendent of the local district in which the teaching was done. College preparation is verified by presentation of the official transcript.

31-090 APPENDIX

The appendix will be inserted here so that persons who inquire about certification may be sent a reprint of Chapter One and a reprint of Chapters Two, Three, or Four as needed. The appendix will include the following:

List of Oregon Colleges and Universities approved for Teacher Preparation

Directory of Oregon Intermediate Education Districts

Oregon State Teaching Certificate Application (C-1)

Preparation for Teaching Report (C-2)

Professional Educational Experience Report (C-6)

32-000 CHAPTER TWO - TEACHING CERTIFICATES

32-010 BASIC TEACHING CERTIFICATE

The Basic Teaching Certificate qualifies the holder to teach in the public schools of the state in any instructional assignment from pre-primary through grade 12 for which he has completed the professional requirements.

32-011 Requirements for Basic Teaching Certificates

(1) A Basic Teaching Certificate valid for not more than three consecutive school years from the date of issuance shall be issued to an otherwise qualified applicant who:

(a) Has completed an approved teacher education program;

(b) Has been recommended for certification by an approved institution;

(c) Has completed one of the basic general endorsements established by the Teacher Standards and Practices Commission for either elementary or secondary school teaching;

(d) Presents evidence of recent educational experience either by official verification of 9 quarter hours of preparation in an approved teacher education institution applicable to meeting the current requirements of the certificate and endorsements sought or one year (eight consecutive months, full-time) of successful teaching experience, either to have been completed in a five-year period immediately prior to date of application for certification; and

Note: Teaching experience is verified officially by the superintendent of the intermediate education district or the superintendent of the public school district in which the teaching was

done. College preparation is verified officially by presentation of the official transcript.

(e) Is recommended by the approved teacher education institution in which the major part of the approved teacher education program was completed, or by the administrator of the school district in which one year (eight consecutive months, full-time) of legal teaching was completed as having the academic preparation and the personal qualities essential to serve as a teacher.

(2) A person who has completed a teacher education program approved by the National Council for Accreditation of Teacher Education since June 1, 1954, may be recommended by the college for Basic Teaching Certificate with a basic endorsement. The person must be otherwise qualified for assignment to a regular elementary or secondary classroom and must meet the requirement for recent educational experience.

(3) A Basic Teaching Certificate to teach in secondary schools shall be issued to an otherwise qualified applicant who: has at least the baccalaureate degree from an accredited institution of higher education; has completed a teacher training program under auspices of the federal government; and provides proof satisfactory to the Commission that he has completed, under an Armed Forces of the United States or Peace Corps program or as a volunteer under Section 603 of the Economic Opportunity Act of 1964, two years of satisfactory service which emphasized teaching from preprimary through grade 12 in subjects regularly taught in public schools.

Note: Applicants who have been convicted of criminal offenses other than minor traffic violations shall be required to furnish evidence satisfactory to the Commission of their moral fitness to teach.

32-012 Renewal of Basic Teaching Certificate - Elementary

(1) Teachers who have only a general elementary teaching endorsement and who teach only in a self-contained classroom in preprimary through grade 9 may renew the Basic Teaching Certificate by verifying one year of successful classroom teaching experience or 180 days of successful substitute teaching experience during the life of the last Basic Teachinging Certificate, provided application for renewal is made within five years of the last year of teaching in the period for which the Basic Teaching Certificate was issued. If the holder taught less than one full year, or has not taught on the Basic Teaching Certificate, it will have lapsed. It may be reactivated by evidence of completion of nine quarter hours of preparation from an approved teacher education institution, such preparation to have been completed within the five-year period immediately prior to the date of application for reinstatement and applicable to meeting the current requirements of the certificate and endorsement for the grade level or subject field in which the applicant proposes to teach.

(2) Applicants for renewal of a Basic Teaching Certificate who have served in the Armed Forces, the Peace Corps, or VISTA for a period of 12 months or more during the validity of the Basic Teaching Certificate will be allowed one renewal of the Basic Teaching Certificate without verifying successful teaching experience.

(3) For renewing Basic Teaching Certificates, teaching in nonpublic schools may be accepted for public school teaching experience. It shall be the responsibility of the applicant to provide all necessary evidence to demonstrate the equivalency of the experience to public school teaching experience. All other certification requirements shall apply to persons renewing certificates in this manner.

32-013 Renewal of Basic Teaching Certificate - Secondary

(1) A Basic Teaching Certificate with a secondary endorsement may be renewed once for an additional period of not more than three school years

when the applicant presents official evidence of completion of 24 quarter hours of upper-division or graduate credit applicable to a planned teacher education program and in excess of the requirements for the preceding Basic Teaching Certificate.

Evidence for renewal of a Basic Teaching Certificate - Secondary shall be an official transcript of the required 24 quarter hours plus a statement from the Dean of Education at the institution where the program is being completed, verifying that the additional 24 quarter hours of credit are applicable to the approved teacher education program. This preparation shall be completed either in an approved teacher education institution or in an in-service training program offered by a school district and for which credit is given by an approved teacher education institution, or by some combination of both in keeping with rules established by the Commission.

(2) At the time the second Basic Teaching Certificate - Secondary expires, the teacher must have completed the academic requirements for the Standard Teaching Certificate. Applicants who have completed all the requirements for the Standard Teaching Certificate except the two years of teaching experience may be granted a third Basic Teaching Certificate, if application is made within five years following completion of the approved preparation program. Thereafter, if the teaching experience requirement has not been met, nine additional quarter hours of preparation designed to develop further teaching competency shall be completed in an approved teacher education institution for each subsequent renewal of the Basic Teaching Certificate. One year of acceptable teaching experience in a nonpublic school during the life of the last Basic Teaching Certificate may be substituted for the nine hours of additional preparation, provided application for renewal is made within five years of the last year of teaching for which the Basic Teaching Certificate was issued (See 32-021, section 2).

(3) Applicants for renewal of a Basic Teaching Certificate - Secondary who have served in the Armed Forces, the Peace Corps, or VISTA for a period of 12 months or more during the validity of the Basic Teaching Certificate will be allowed one renewal of the Basic Teaching Certificate

without additional preparation. Applicants receiving the Basic Teaching Certificate under this provision are permitted two renewals of the Basic Teaching Certificate before having to qualify for the Standard Teaching Certificate.

32-020 STANDARD TEACHING CERTIFICATE

The Standard Teaching Certificate qualifies the holder to teach under the same conditions and in the same capacities as defined for the Basic Teaching Certificate.

32-021 Requirements for Standard Teaching Certificate

A Standard Teaching Certificate valid for a period of not more than five school years shall be issued to an otherwise qualified applicant who has:

(1) Completed an approved education program culminating either with the master's degree or with the completion of 45 quarter hours of upper-division and graduate study;

Note: The above may be completed in an approved teacher education institution or in an in-service program offered by a school district and for which credit is given by an approved teacher education institution, or by some combination of both, in keeping with rules and regulations established by the Teacher Standards and Practices Commission.

(2) Two years of successful, legal teaching experience (two periods each of eight consecutive months, full-time) on the Basic Teaching Certificate;

Note: Teaching experience in nonpublic schools shall not apply to meeting this requirement. Persons with nonpublic school teaching

experience who meet all requirements for the Standard Teaching Certificate except public school teaching experience may have the Basic Teaching Certificate renewed by verifying one year of acceptable classroom experience during the life of the last Basic Teaching Certificate. Application for renewal must be made within five years of the last year of teaching in the period for which the Basic Teaching Certificate was issued.

(3) One year of successful teaching experience (eight consecutive months, full-time) or 12 quarter hours of study in an approved teacher education institution in the five-year period immediately prior to the date of application for certification.

(4) One of the general standard teaching endorsements established by the Teacher Standards and Practices Commission for elementary or secondary school teachers; and

(5) Recommendation by an approved teacher education institution in which the approved teacher education program was completed, or by the administrator of the school district in which one year of legal, successful teaching was completed, as having the academic preparation and the personal qualities essential to serve as a teacher.

Note: Applicants who have been convicted of criminal offenses other than minor traffic violations shall be asked to furnish evidence satisfactory to the Commission of their moral fitness to teach.

32-022 Renewal of Standard Teaching Certificate (Elementary and Secondary)

(1) A Standard Teaching Certificate may be renewed when the holder thereof has taught successfully one school year or has substituted successfully for 180 days during the life of such certificate, provided application for renewal is made within five years of the

last year of teaching in the period for which the five-year certificate is issued.

For purposes of renewing Standard Teaching Certificates, teaching experience in nonpublic schools may be accepted for public school teaching experience. It shall be the responsibility of the applicant to provide all necessary evidence to demonstrate the equivalency of the experience. All other certification requirements shall apply to persons renewing certificates in this manner.

(2) A Standard Teaching Certificate shall be considered to have lapsed if the holder has not taught one school year during the life of such certificate and made application for renewal within five years of the last year of teaching in the period for which the five-year certificate is issued. To reactivate a certificate which has lapsed, the applicant shall present official evidence of completion of nine quarter hours of preparation in an approved education institution, such preparation to have been completed within the five-year period immediately prior to the date of application for reinstatement and applicable to meeting the current requirements of the certificate and endorsements for the grade level or subject field in which the applicant proposes to teach. Teaching experience is verified officially by the superintendent of the intermediate education district or the superintendent of the local district in which the teaching was done. College preparation is verified by presentation of the official transcript.

(3) Applicants for renewal of Standard Teaching Certificates will be asked whether they have been convicted of a criminal offense other than a minor traffic violation in the period since the Standard Teaching Certificate for which renewal is requested was issued. Those who must answer this question affirmatively will be required to furnish evidence satisfactory to the Commission of moral fitness to teach.

32-030 ENDORSEMENT OF BASIC AND STANDARD TEACHING CERTIFICATES

32-031 General Endorsements (Elementary or Secondary)

A basic or standard elementary endorsement enables the holder to teach in preprimary through grade 9 in the self-contained elementary classroom. One may also teach grades 5 through 9 in a departmentalized school provided the applicable subject matter endorsement has been completed.

A basic secondary endorsement enables the holder to teach in departmentalized schools from grades 5 through 12 in those areas in which subject matter endorsements have been met. A standard secondary endorsement enables the holder to teach in departmentalized schools from grades 5 through 9 with an intermediate concentration or from grades 9 through 12 with a senior high concentration in those areas in which subject matter endorsements have been met.

(1) Basic Elementary (preprimary through grade 9)

(a) Demonstrated competency or 36 quarter hours of teacher education taken in an approved elementary teacher education institution to develop teaching competency through experience in:

1. Teaching strategies with considerable emphasis upon development of measurable objectives, and diagnostic and prescriptive techniques.
2. Six quarter hours in how to teach reading.
3. The use of educational teaching media.
4. Social and cultural foundations, including an understanding and appreciation of the role of minority groups in American society.

5. Psychological foundations, to include: Child, adolescent, and educational psychology; and group processes.
6. Field experiences.
7. Elementary supervised teaching or internship.

Note: Teachers who hold a Basic or Standard Teaching Certificate and who have one year of successful teaching experience and who transfer to another grade level where it would become necessary to complete another general teaching endorsement shall not be required to do additional supervised teaching if they can demonstrate their ability to teach effectively at the new level.

(b) In addition to the above 36 hours, the candidate shall have demonstrated competency or college preparation in each of the following areas: arts of communication (e.g., reading, writing, speaking, listening, literature, dramatics, language); social sciences including consumer science; science, including environmental science; music, arts, and crafts; health education, physical education, and health services; and mathematics.

Note: Experienced elementary teachers who have not met the specific requirements listed above may qualify for a Basic Certificate with a basic elementary endorsement if they have completed a program in an approved elementary teacher education institution and can verify five or more years of successful elementary teaching experience on a valid state teacher's certificate.

(2) Standard Elementary

Demonstrated competency or 15 quarter hours in an approved elementary teacher education institution in addition to those required for the basic endorsement to develop further teaching competency through experience in:

(a) Teaching strategies, including general, diagnostic and prescriptive techniques.

(b) Any three of the following: behavior modification, curriculum, early childhood education, education of the exceptional child, evaluation of learning, guidance and counseling, interpersonal relations, occupational or career awareness, philosophy or history of education, and/or social foundations of education.

(c) Demonstrated competency or college preparation in each of the following areas, including a minimum of 30 quarter hours in one area: arts of communication (e.g., reading, writing, speaking, listening, literature, dramatics, language); social sciences including consumer science; science, including environmental science; music, arts, and crafts; health education, physical education, and health services; and mathematics.

Note: Foreign language, industrial arts, and home economics are not required of elementary teachers; however, candidates may have an area of concentration in one of these fields.

(3) Basic Secondary (grades 5-12)

Demonstrated competency or 30 quarter hours of teacher education taken in an approved secondary teacher education institution to develop teaching competency through experience in:

(a) Teaching strategies with considerable emphasis upon development of measurable objectives and diagnostic and prescriptive techniques.

(b) The use of educational teaching media and curriculum and methods in the particular teaching field.

(c) How to teach reading and composition.

(d) Social and cultural foundations including an understanding and appreciation of the role of minority groups in American society.

(e) Psychological foundations to include: child, adolescent, and educational psychology; and group processes.

(f) Field experiences.

(g) Secondary supervised teaching or internship.

Note: Teachers who hold a Basic or Standard Teaching Certificate and who have one year of successful teaching experience and who transfer to another grade level where it would become necessary to complete another general teaching endorsement shall not be required to do additional supervised teaching if they can demonstrate their ability to teach effectively at the new level.

(h) Basic endorsement in subject matter.

(4) Standard Secondary

Demonstrated competency or 15 quarter hours in an approved secondary teacher education institution, in addition to those required for the basic endorsement, to develop further teaching competency through experiences in one of the following concentrations:

(a) Intermediate concentration (grades 5-9): guidance and counseling; occupational awareness and career decision-making; teaching strategies, including general, diagnostic, and prescriptive techniques; junior high school or middle school curricula; reading instruction and its application; basic endorsement in two subject matter fields, or standard endorsement in one subject matter field.

(b) Senior high concentration (grades 9-12): guidance and counseling; occupational exploration and career decision-making; teaching strategies, including general, diagnostic, and prescriptive techniques; senior high school curriculum; reading instruction and its application; standard endorsement in subject matter field.

32-032 Subject Matter Endorsements

(1) Basic Agriculture (Vocational)

Demonstrated competency or 60 quarter hours designed to develop competencies in technical agriculture, to include agricultural economics, agricultural engineering technology, agronomic crop science, animal science, poultry science, soil science, horticulture, veterinary medicine, forestry, and landscape architecture, and two years of work experience in agriculture or clearance through special provisions and

procedures approved by the training institution and the Teacher Standards and Practices Commission.

Note: All or part of this credit may be granted by the preparing institution on the basis of formal evaluation of practical occupational experience or training.

(2) Standard Agriculture (Vocational)

Demonstrated competency or 12 quarter hours designed to develop further competencies in technical agriculture in addition to those required in the basic endorsement.

(3) Basic Art

Demonstrated competency or 36 quarter hours designed to develop competencies in art, with preparation in each of the following areas: drawing and painting, sculpture, art history, crafts, and basic design. Twenty-seven of the 36 quarter hours shall be in studio work; six quarter hours of the 27 shall be in basic design.

(4) Standard Art

Demonstrated competency or 21 additional quarter hours designed to develop further teaching competencies in art to be selected from the following areas: drawing and painting, sculpture, art history, crafts, and basic design.

(5) Basic Business and Office Education (Nonvocational)

Demonstrated competency or 48 quarter hours designed to develop competencies in business and office education to include:

(a) Twelve quarter hours from the following areas: economics, business environment, accounting, and business fundamentals.

(b) Thirty-six quarter hours of business and office courses taught in high school, to include four of the following: typing, shorthand,

bookkeeping, office procedures, data processing, general business, business law, and career education.

(6) Standard Business and Office Education (Nonvocational)

Demonstrated competency or 12 quarter hours designed to develop further teaching competencies in business and office education in addition to those required for the basic endorsement, to include economics, accounting, and business fundamentals.

(7) Basic Business and Office Education (Vocational)

Demonstrated competency or 48 quarter hours designed to develop competencies in technical business and office education, to include typewriting, shorthand, bookkeeping/accounting, office machines, data processing, business communications, business mathematics, and office procedures, and two years of work experience in business and office occupation or clearance through special provisions and procedures approved by the training institution and the Teacher Standards and Practices Commission.

Note: All or part of this credit may be granted by the preparing institution on the basis of formal evaluation of practical occupational experience or training. The two-year experience requirement may be satisfied through a cooperative business internship coordinated and supervised by the recommending institution. Verification of sufficient internship experience must be made by the institution.

(8) Standard Business and Office Education (Vocational)

Demonstrated competency or 12 quarter hours designed to develop further teaching competencies in business and office occupations in addition to those required for basic endorsement.

(9) Basic Distributive Education (Vocational)

Demonstrated competency or 48 quarter hours designed to develop competencies in technical distributive education, to include marketing, management, finance, and economics, and two years of work experience in a distributive occupation or clearance through special provisions and procedures approved by the training institution and the Teacher Standards and Practices Commission.

Note: All or part of this credit may be granted by the preparing institution on the basis of formal evaluation of practical occupational experience or training. The two-year work experience requirement may be satisfied through a cooperative business internship coordinated and supervised by the recommending institution. Verification of sufficient internship experience must be made by the institution.

(10) Standard Distributive Education (Vocational)

Demonstrated competency or 12 quarter hours designed to develop further teaching competencies in technical subjects related to distributive occupations in addition to those required for basic endorsement.

(11) Basic Driver Education (Combined Endorsement)

Demonstrated competency or 12 quarter hours designed to develop teaching competencies in traffic safety education to include preparation adequate to instruct students to function as responsible individuals when operating automobiles. Preparation shall include in-car practicum with beginning drivers. In addition, possession of a valid Oregon driver's license and satisfactory driving record for a minimum of three years immediately prior to certification are required.

Note: Endorsement 11 is offered only in combination with another endorsement area. Endorsement 11 becomes effective September 1, 1976. However, persons who are teaching driver education during the 1974-75 school year and summer program shall be given until October 15, 1978, to meet the requirements of endorsement eleven.

(12) Standard Driver Education

Note: No endorsement is provided at this level. Persons required to hold the Standard Teaching Certificate with a standard endorsement must meet the requirements for a standard endorsement in another teaching area.

(13) Basic Educational Media (printed and audiovisual forms of communication and information with their accompanying technology) (preprimary through grade 12)

Demonstrated competency or 21 quarter hours designed to develop competencies with which user guidance and media services can be effectively provided. Competencies will be developed in each of the following areas: information services, administration of educational media programs, organization of educational media, selection and utilization of educational media, and design and production of educational media.

(14) Standard Educational Media

Demonstrated competency or 15 quarter hours designed to develop further teaching competencies in addition to those required for the basic endorsement.

(15) Basic Foreign Language

Demonstrated competency or 45 quarter hours designed to develop teaching competencies in any one language through experience in: language, including composition and conversation; and literature.

(16) Standard Foreign Language

Demonstrated competency or 15 additional quarter hours designed to develop further teaching competencies in any one language to include the areas required for the basic endorsement and preparation in each of the following areas: linguistics, civilization, and phonetics.

Note: Phonetics and linguistics are not required for Latin.

(17) Basic Health Education (preprimary through grade 12)

Demonstrated competency or 42 quarter hours of health education designed to develop teaching competencies through experiences in each of the following areas:

(a) Personal health, including personal health problems, nutrition, and common diseases.

(b) Community health, including environmental health, consumer health, and health careers.

(c) Mental health, including human behaior, family life, and drugs.

(d) Safe living, including areas concerned with school and home safety, and first aid.

(e) School health program, including areas concerned with administration curriculum, and services.

(18) Standard Health Education

Demonstrated competency or 12 quarter hours designed to develop further teaching competencies in health education in addition to those required

for the basic endorsement, to include school health organization and administration.

(19) Basic Health Education (Combined Endorsement)

Demonstrated competency or 24 quarter hours of health education designed to develop teaching competency through experiences in each of the following areas:

(a) Personal health, including personal health problems, nutrition, and common diseases.

(b) Community health, including environmental health, consumer health, and health careers.

(c) Mental health, including human behavior, family life, and drugs.

(d) Safe living, including areas concerned with school and home safety, and first aid.

(e) School health program, including areas concerned with administration, curriculum, and services.

Note: Endorsements 19 and 20 are offered only in combination with another related endorsement area such as home economics, physical education, social studies, or biology. Supervised teaching or internship is required in both areas when physical and health education are combined. Persons required to hold the Standard Teaching Certificate with a standard endorsement must meet the requirements for a standard endorsement in another teaching area.

(20) Standard Health Education (Combined Endorsement)

Demonstrated competency or 12 quarter hours designed to develop further teaching competencies in health education, in addition to those required for the basic endorsement, to include one or more of the areas in the basic endorsement and school health organization and administration.

(21) Basic Home Economics (Nonvocational)

Demonstrated competency or 36 quarter hours designed to develop competencies in home economics, including preparation in the following areas: child development, clothing, family relationships, foods and nutrition, housing and home furnishings, and home management.

(22) Standard Home Economics (Nonvocational)

Demonstrated competency or 18 additional quarter hours designed to develop further teaching competencies in home economics in addition to those required for the basic endorsement.

(23) Basic Home Economics (Vocational)

Demonstrated competency or 48 quarter hours designed to develop competencies in home economics, to include child development, clothing and textiles, family relations, foods and nutrition, home management including personal consumer finance, housing, and home furnishings.

(24) Standard Home Economics (Vocational)

Demonstrated competency or 12 quarter hours designed to develop further teaching competencies in technical subjects related to home economics in addition to those required for basic endorsement, distributed to strengthen a balanced home economics program.

(25) Basic Industrial Education (Nonvocational)

Demonstrated competency or 45 quarter hours designed to develop competencies in industrial education to include the following: materials processes, graphic communications, electricity and electronics, mechanical power, and orientation to the functions of industry that stress technical exploration.

(26) Standard Industrial Education (Nonvocational)

Demonstrated competency or 18 additional quarter hours designed to develop further teaching competencies in one or more of the following: material processes, graphic communications, electricity and electronics, and mechanical power.

(27) Basic Industrial Education (Vocational)

Demonstrated competency or 48 quarter hours designed to develop competencies in a specific occupational teaching area; e.g., building construction, electronics, graphics, metals, industrial mechanics, and two years of work experience in the occupational area to be taught or clearance through special provisions and procedures approved by the training institution and the Teacher Standards and Practices Commission. *Note: All or part of this credit may be granted by the preparing institution on the basis of formal evaluation of practical occupational experience or training.*

(28) Standard Industrial Education (Vocational)

Demonstrated competency or 12 quarter hours designed to develop further teaching competencies in technical subjects related to the occupational area to be taught in addition to those required for basic endorsement.

(29) Basic Language Arts

Demonstrated competency or 42 quarter hours designed to develop competencies in language arts to include:

(a) Twenty-one quarter hours in: American literature, English literature, and world literature, including contemporary and traditional literature and literary criticism.

(b) Twenty-one quarter hours in communication distributed in the following areas: written expression (e.g., advanced exposition,

creative writing, business and technical writing, mass media); oral expression (e.g., speech, film, television, or drama); language study, to include general linguistics (e.g., semantics, communication, communication theories); and cultural linguistics (e.g., history of the English language, modern grammar, language and culture, dialects).

(30) Standard Language Arts

Demonstrated competency or 12 quarter hours designed to develop further teaching competencies in language arts in addition to those required for the basic endorsement.

(31) Basic Speech

Demonstrated competency or 42 quarter hours designed to develop competencies in language arts to include:

(a) Fifteen quarter hours of speech including discussion techniques, oral interpretation, argumentative speech, and forensics.

(b) A core of 27 quarter hours distributed in literature and communication as indicated in the basic language arts endorsement.

(32) Standard Speech

Demonstrated competency or 12 quarter hours designed to develop further teaching competencies in language arts in addition to those required for the basic endorsement, including nine quarter hours of speech.

(33) Basic Journalism

Demonstrated competency or 42 quarter hours designed to develop further competencies in langauge arts to include:

(a) Fifteen quarter hours of journalism, including work in newswriting, copy editing, and high school publications.

(b) A core of 27 quarter hours distributed in literature and communications as indicated in the basic language arts endorsement.

(34) Standard Journalism

Demonstrated competency or 12 quarter hours designed to develop further teaching competencies in language arts in addition to those required for the basic endorsement including nine quarter hours of journalism.

(35) Basic Drama

Demonstrated competency or 42 quarter hours designed to develop competencies in language arts to include:

(a) Fifteen quarter hours of drama, including acting, directing, and technical theater.

(b) A core of 27 quarter hours in literature and communication as indicated in the basic language arts endorsement.

(36) Standard Drama

Demonstrated competency or 12 quarter hours designed to develop further teaching competencies in language arts in addition to those required for the basic endorsement including nine quarter hours in drama.

(37) Basic Language Arts and Social Studies (for teaching combined classes of language arts and social studies in grades 5-12)

Demonstrated competency or 63 quarter hours designed to develop competencies in language arts-social studies to include:

(a) Fifteen quarter hours of preparation in literature, including American, English, and world literature; and 15 quarter hours in communication, including written expression, oral expression, and language studies.

(b) Thirty-three quarter hours of preparation in social science to be distributed in three or more of the following: American history,

world histories, geography, political science, economics, sociology, psychology, and anthropology.

(38) Standard Language Arts and Social Studies

Demonstrated competency or 24 quarter hours designed to develop further teaching competencies in language arts and social studies in addition to those required for the basic endorsement.

(39) Basic Pre-Algebra and General Mathematics (Combined Endorsement)

Demonstrated competency or 15 quarter hours designed to develop competencies in college-level mathematics to include contemporary mathematics.

Note: Endorsements 39 and 40 are offered only in combination with another endorsement area. Persons required to hold the Standard Teaching Certificate with a standard secondary endorsement must meet the requirements for a standard endorsement in another teaching area (see 32-031, section 4b). Persons required to hold the Basic or Standard Teaching Certificate with a basic or standard elementary endorsement are not required to complete another subject matter endorsement (see 31-031, section 3).

(40) Standard Pre-Algebra and General Mathematics (Combined Endorsement)

Demonstrated competency or nine quarter hours designed to develop further teaching competencies in mathematics in addition to those required for the basic endorsement.

(41) Basic Algebra and Geometry

Demonstrated competency or 33 quarter hours designed to develop competencies in college-level mathematics to include: geometry; abstract algebra; probability and statistics; elementary analysis, including or presupposing analytic geometry; and contemporary mathematics.

(42) Standard Algebra and Geometry

Demonstrated competency or 12 quarter hours designed to develop further teaching competencies in mathematics in addition to those required for the basic endorsement, to include additional analysis and geometry.

(43) Basic Advanced Mathematics

Demonstrated competency or 42 quarter hours designed to develop competencies in college-level mathematics to include: abstract algebra, linear algebra, geometry, analysis, probability and statistics, and computer science with programming.

(44) Standard Advanced Mathematics

Demonstrated competency or 18 quarter hours designed to develop further teaching competencies in mathematics in addition to those required for the basic endorsement, to include analysis, elementary number theory, and logic and set theory.

(45) Basic Elementary Music (preprimary through grade 9)

Completion of the general endorsement for elementary teachers as modified below.

Note: Supervised teaching or internship as a music teacher may be substituted for supervised teaching in the regular classroom.

(a) Demonstrated competency or 60 quarter hours designed to develop competencies in music education, to include the following areas: basic musicianship (e.g., theory, functional piano, composition, and analysis); music history and literature; performance, both individual and group; teaching strategies, including elementary music materials and methods, the use of the singing voice, social and ethnic instruments, and instructional media for teaching elementary music; and conducting.

(b) Demonstration of vocal proficiency.

(c) Completion of additional field experiences which will enable the student to gain an understanding of: the broad spectrum of subjects taught from preprimary through grade 9, the role of the

music teacher in relationship to the overall curriculum, and the coordinated roles of the classroom teacher and the music teacher.

(d) Exclusion from requirements listed in 1(b) of the general elementary endorsement (32-031)

(46) Standard Elementary Music (preprimary through grade 9)

Demonstrated competency or 12 quarter hours designed to develop further teaching competencies in music education in addition to those required for the basic endorsement.

(47) Basic Music (preprimary through grade 12)

Demonstrated competency or 60 quarter hours designed to develop competencies in music education, to include preparation in each of the following areas: basic musicianship (e.g., theory, functional piano, composition, and analysis); music history and literature; performance, both individual and group; teaching strategies, the use of social and ethnic instruments, and instructional media for teaching music; conducting; and instrumental and vocal techniques.

Note: Supervised teaching or internship in music at both the elementary and secondary levels is required.

(48) Standard Music (preprimary through grade 12)

Demonstrated competency or 12 quarter hours designed to develop further teaching competencies in music education in addition to those required for the basic endorsement.

(49) Basic Physical Education (grades 5-12)

(a) Demonstrated competency or 21 quarter hours designed to develop competencies in physical education, to include: anatomy and physiology basic to human movement; kinesiological basis of human movement; objectives, curriculum, and administration of the

secondary school physical education program; behavioral, historical, and aesthetic aspects of human movement; care and prevention of injuries; and motor development in childhood and adolescence.

(b) Demonstrated competency or 14 quarter hours of laboratory experiences in physical education designed to develop teaching competency in: aquatics; body mechanics; dance; developmental activities; games; gymnastics and stunts; and sports, both individual and team.

(50) Standard Physical Education (grades 5-12)

Demonstrated competency or 18 additional quarter hours designed to develop further teaching competencies in physical education, to include:

(a) Twelve quarter hours in physical education in addition to those required for the basic endorsement, to include the following: physiology of exercise, evaluation in physical education, adapted physical education, and motor skill learning.

(b) Six quarter hours in advanced laboratory experiences designed to improve teaching competency in one or more of the areas listed in (49)(b).

(51) Basic Physical Education (preprimary through grade 12)

Demonstrated competency or 42 quarter hours designed to develop competencies in physical education.

(a) Twenty-seven quarter hours to include: anatomy and physiology basic to human movement; kinesiological basis of human movement; motor skill learning; objectives, curriculum and administration of the physical education program; behavioral, historical, and aesthetic aspects of human movement; care and prevention of injuries, to include first aid; and motor development in childhood and adolescence.

(b) Fifteen quarter hours of laboratory experiences designed to develop teaching competency in: aquatics; body mechanics; dance and rhythms, both elementary and secondary; developmental activities; games; gymnastics and stunts; and sports, both individual and team.

(52) Standard Physical Education (preprimary through grade 12)

Demonstrated competency or 12 quarter hours designed to develop further competencies in physical education in addition to those required for the basic endorsement, to include two or more of the following areas: perceptual motor training, physiology of exercise, evaluation of physical education, and adapted physical education.

(53) Basic Reading (Combined Endorsement, preprimary through grade 12)

Demonstrated competency or 18 quarter hours designed to develop competency in reading instruction to include the following: language development and communication; foundations of reading instruction; instructional materials and media; managing of reading systems, including classroom, resource center, and support personnel; knowledge of the learner with reading difficulties; diagnosis and correction of reading skills; and practicum.

Note: Endorsement 53 is offered only in combination with another endorsement. Persons required to hold the Basic or Standard Teaching Certificate with a basic or standard elementary endorsement are not required to complete another subject matter endorsement (see 31-031, section 3).

(54) Standard Reading (preprimary through grade 12)

Demonstrated competency or 18 additional quarter hours designed to develop further competencies in reading to include: curriculum

development in reading, implementation and administration of reading programs, and evaluation.

(55) Basic Sciences--biology, physical sciences, earth science, and integrated science

Demonstrated competency or 45 quarter hours designed to develop competencies in science distributed to provide 27 quarter hours in the subject taught and 18 quarter hours of preparation in biology, physical, and earth science, selected from:

(a) Biological sciences, including genetics, evolution, microbiology, and ecology.

(b) Chemistry, including organic and physical chemistry.

(c) Physics including advanced and modern physics.

Note: Teachers who have completed a standard science endorsement in physics and who have demonstrated competency or 12 quarter hours in chemistry will also qualify as teachers of chemistry when this is a minor assignment. (The reciprocal of this statement applies to chemistry.)

(d) Earth science, including astronomy, historical and physical geology, meteorology, and oceanography.

(e) Integrated sciences, including a balanced distribution of 27 quarter hours in biological, physical, and earth sciences, plus 18 quarter hours in environmental and other sciences.

(56) Standard Sciences

Demonstrated competency or 15 quarter hours designed to develop further competencies in science in addition to those required for the basic endorsement, distributed to provide a minimum of 36 quarter hours in the science area taught. For the integrated science endorsement the

additional preparation should be distributed in biological, physical, and earth science.

(57) Basic Social Studies

Demonstrated competency or 54 quarter hours designed to develop competencies in social studies to include:

(a) Forty-eight quarter hours to be distributed in five of the following: American history, world histories, geography, political science, economics, sociology, psychology, and anthropology.

(b) Six quarter hours in interdisciplinary preparation in contemporary areas (e.g., urban studies, minority group studies, or environmental studies).

(58) Standard Social Studies

Demonstrated competency or 12 additional quarter hours designed to develop further teaching competencies in social science disciplines.

32-033 Endorsements Required for Teachers of Art, Foreign Language, Home Economics, or Industrial Education to Teach in Both Elementary and Secondary Schools

Teachers who hold a Basic or Standard Teaching Certificate, and who have completed an endorsement in art, foreign language, home economics, or industrial education, may teach these subjects from preprimary through grade 12 when they have the competency or credit hours required for the standard endorsement in the designated area.

32-034 Special Education Endorsements

These endorsements are required of a special education teacher in public schools or state-reimbursed programs or state-approved programs. To be eligible to hold the endorsement, the applicant must be eligible to hold a Basic Teaching Certificate and have completed a program

approved by the Commission for the preparation of special education teachers in the area of exceptionality for which the certificate is requested.

Note: The Commission is currently revising the endorsements for extreme learning problems, mental retarded and physically handicapped. Adoption of revised rules for these endorsements is expected in April, 1975, with and effective date of October 15, 1977, or upon approval of the institution's preparation program, which ever is earlier.

(1) Basic Extreme Learning Problems (exclusive of Mental Retardation)
Completion of the general endorsement for elementary or secondary teachers and demonstrated competency or 24 quarter hours designed to develop competencies in special education, to include: education or psychology of the exceptional child; intelligence testing; behavioral problems in children; diagnostic and remedial techniques in basic school subjects, exclusive of reading; diagnostic and remedial techniques in reading; advanced techniques in reading instruction; and clinical practice in reading, some of which shall be in a supervised setting in the public schools.

(2) Standard Extreme Learning Problems
Demonstrated competency or 18 quarter hours designed to develop further competencies in special education distributed in the following areas: the mentally retarded child; intelligence testing; speech pathology (e.g., articulation defects, retarded speech, and emotional speech problems); audiology; advanced preparation in the education of children with extreme learning problems, to include principles of counseling applicable to work with parents; and information on the use of social agencies in the state.

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(3) Basic Hearing Impaired

Demonstrated competency or 45 quarter hours designed to develop teaching competencies through experiences in each of the following areas: education of the hearing-impaired; speech science and auidiology; language and communication; special teaching strategies; curriculum development and implementation; field experiences; and supervised teaching or internship at the level of the general endorsement and, if applicable, in the subject matter endorsement area.

Note: Supervised teaching or internship as a teacher of the deaf and field experience in deaf education programs shall satisfy the requirements for the Basic Certificate for both the general endorsement and the deaf education endorsement. Candidates may satisfy the above requirements at the undergraduate or graduate level or combination thereof.

(4) Standard Hearing Impaired

Two years of successful teaching experience on the Oregon Basic Certificate under the direct supervision of a person holding the Standard Deaf Certificate.

Note: To be eligible for a professional certificate as adopted by the Council on Education of the Deaf, the candidate must complete a minimum of three years of teaching.

(5) Basic Mentally Retarded

Completion of the general endorsement for elementary or secondary teachers and demonstrated competency or 12 quarter hours designed to develop competencies in special education, to include: introduction to mental retardation, curriculum and methods for the mentally retarded, extended curriculum, and observation and supervised teaching of the mentally retarded.

Note: One year of successful, full-time public school teaching in this area under supervision may be accepted in lieu of the directed teaching requirement.

Note: Teachers with endorsements in secondary education will be restricted to teaching mentally retarded pupils in grades 5-12.

(6) Standard Mentally Retarded

Demonstrated competency or 15 quarter hours designed to develop further competencies in special education in addition to those required for the basic endorsement, distributed in:

(a) Diagnosis of mentally retardation, psychology or education of exceptional children, speech pathology or language development for exceptional children.

(b) Any two of the following: diagnostic and remedial techniques, advanced curriculum development for the mentally retarded, personality development, counseling techniques, personal adjustment and counseling, maladjusted child, and mental testing.

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(7) Basic Physically Handicapped

Completion of the general endorsement for elementary or secondary teachers and demonstrated competency or 21 quarter hours designed to develop competencies in special education to include the following: physical and psychological development of the child; psychology or education of exceptional children; physical disability, with emphasis on physiological, anatomical, and neurological pathology and treatment; educational techniques of teaching the child who is orthopedically or neurologically handicapped or who has a chronic health condition; psychology of physical disability, to include counseling and guidance with parents and children; vocational planning; occupational information; and clinical practice, some of which shall be in the public school setting.

(8) Standard Physically Handicapped

Demonstrated competency or 15 additional quarter hours designed to develop further competencies in special education in addition to those required for the basic endorsement, to include: educational appraisal; methods and techniques used in the psychological appraisal of children with physical defects; speech pathology, to include organic speech problems; and observation and clinical practice with orthopedically or neurologically impaired children.

(9) Basic Speech Handicapped

Completion of the general endorsement for elementary and secondary teachers and demonstrated competency or 27 quarter hours designed to develop competencies in speech and hearing to include: speech science; speech pathology; phonetics; audiology; lip reading; and clinical practices, some of which will be in a public school system.

Note: Clinical practice in speech correction may be substituted for supervised teaching in the regular classroom, as required for the Basic Teaching Certificate, and speech correction may be substituted for the subject matter endorsement for secondary teachers. These substitutions qualify only for speech correction; they do not clear any of the requirements for the general elementary or

secondary endorsement for regular classroom teaching, nor do they reduce the hour requirements for these endorsements.

(6) Standard Speech Handicapped

Demonstrated competency or 18 additional quarter hours designed to develop further competencies in speech correction in addition to those required for the basic endorsement, to include preparation in mental testing, psychology of the exceptional child, speech pathology, and such other work in speech and hearing as will strengthen the applicant's background in this special field.

(7) Basic Visually Handicapped

Completion of the general endorsement for elementary or secondary teachers and demonstrated competency or nine quarter hours designed to develop competencies in special education, distributed as follows:

(a) For teachers of the partially-sighted: structure and function of the eye; curriculum and methods of teaching the partially sighted; education or psychology of exceptional children; and three quarter hours of student teaching with partially-sighted children, or one year of professional teaching of partially-sighted children under qualified supervision.

(b) For teachers of the blind: structure and function of the eye; curriculum and methods of teaching the blind; reading, writing, and transcribing of braille; and three quarter hours of student teaching with blind children, or one year of professional teaching of blind children under qualified supervision.

(8) Standard Visually Handicapped

Demonstrated competency or 18 additional quarter hours designed to develop further competencies in special education, in addition to those required for the basic endorsement, to include three quarter hours in the education of exceptional children.

32-040 SPECIAL TEACHING CERTIFICATES

32-041 Requirements for Special Vocational Teaching Certificates

Upon request of the employing school board, a Special Vocational Certificate shall be issued to qualified applicants to work in a state-approved vocational education program.

(1) One-year certificate eligibility is determined by any one of the following sets of requirements;

(a) Three calendar years of full time or equivalent experience as a qualified worker (beyond the learner level) in the occupation about which the person is to give instruction.

Note: Work experience, beyond the learner level, in a variety of occupations may be substituted for the above for persons responsible for programs of diversified occupations and/or cooperative work experience.

(b) Occupational competency for the assignment developed by a combination of work experience and specialized training or shown by satisfactory completion of an examination. In either event, the candidate must be evaluated and recommended by an instructor appraisal committee.

(c) An associate or baccalaureate degree and at least three years of related full time or equivalent work experience, both in the instructional area involved.

(2) Five-year certificate eligibility requires the applicant to:

(a) Meet requirements for the one-year certificate.

(b) Have one year of vocational teaching experience.

(c) Demonstrate competency or complete 12 quarter hours or the equivalent of vocational teaching preparation including one or more of the following areas: methods of teaching, evaluation of learning, psychology of learning or curriculum.

Note: Preparation for special vocational certification may be taken at approved teacher education institutions, community colleges, or in state-approved in-service instruction. Such in-service instruction must be recommended by the local education agency as applicable for certification. One quarter hour of certification credit is allowed for each 30 clock hours of in-service.

32-042 Renewal of Special Vocational Teaching Certificates

(1) The one-year certificate is renewable once, on completion of six quarter hours or the equivalent of vocational teacher preparation, including one or more of the following areas: methods of teaching, evaluation of learning, psychology of learning or curriculum.

Note: Preparation for special vocational certificate may be taken at approved teacher education institutions, community colleges, or in state-approved in-service instruction. Such in-service instruction must be recommended by the local education agency as applicable for certification. One quarter hour of certification credit is allowed for each 30 clock hours of in-service.

(2) The five-year certificate may be renewed upon completion, for each renewal, of 12 quarter hours or the equivalent, of professional

improvement in the following areas: methods of teaching, evaluation of learning, psychology of learning, career education, curriculum, career guidance or occupational upgrading.

Note: Credit for occupational upgrading must be recommended by the employing district as a part of an approved professional improvement program for the instructor. The occupational upgrading may be through approved community college courses, established workshops, or planned experiences in business and industry. If formal credit is not granted, clock hours shall be equated to quarter hours of credit on the basis of 30 to 1. Credit will not be given for routine work experience.

32-043 Requirements for Teaching Certificate of Accomplishment

(1) An exceptional person who lacks full formal preparation as a teacher, but whose combination of training and experience convinces the Teacher Standards and Practices Commission that the applicant is equivalently qualified, may be granted a Teaching Certificate of Accomplishment.

(2) Such a certificate will be issued by the Commission only after a district files a request to employ the applicant accompanied by: the board of education's resolution noting a description of the position to be filled, identifying the qualifications of the applicant that are especially desirable to the board, and stating the board's further reasons for requesting special certification; and the applicant's completed application, vita, and transcripts.

(3) The Certificate of Accomplishment shall be valid only for service of the type outlined in the board's resolution, within the requesting district, and for a period of one year. The certificate may be renewed by the Commission upon request by the district provided the conditions indicated upon issuance, if any, have been satisfactorily met.

32-044 Issuance and Use of Restricted Teaching Certificates

Restricted Certificates for elementary school teachers or Restricted Certificates with subject matter endorsements, valid for not more than one school year, shall be issued by the Commission at the request of the employing school board. The items to be submitted are detailed below. Every effort should be made by school districts to employ fully certified teachers. In order to promote the contracting of fully certified teachers, the Commission will not issue or renew restricted certificates with elementary endorsements or with subject matter endorsements before August 15. (See 1 and 2, or 5 and 6 below.)

(1) Restricted Certificates with Elementary Endorsements

A Restricted Certificate with an elementary endorsement enables the holder to teach grades preprimary through nine in the self-contained classroom. Applications for Restricted Certificates with an elementary endorsement shall be issued by the Commission to otherwise qualified applicants upon receipt of the following:

(a) Oregon State Teaching Certificate Application (Form C-1) completed jointly by the applicant and employing school district official(s).

(b) The $20 certification fee.

(c) Complete official transcripts which show that the applicant has the required preparation for a Restricted Certificate at the elementary level as stated below.

(d) A copy of the applicant's current teacher education program which will lead to the issuance of a Basic Teaching Certificate.

(e) A statement from a college or university verifying that the applicant is within 24 quarter hours of qualifying for a Basic Teaching Certificate with the appropriate endorsement for the teaching assignment.

(f) Written justification from the applicant outlining the circumstances which make the request necessary and notice of district school board action in support of the application.

(2) Renewal of a Restricted Certificate with an Elementary Endorsement

A Restricted Certificate with an elementary endorsement shall be renewed once when the holder submits the following:

(a) Oregon State Teaching Certificate Application (Form C-1) completed jointly by the applicant and the appropriate school district official(s).

(b) The $20 certification fee.

(c) Verification from an approved college or university that the applicant has completed 12 quarter hours of preparation applicable to the 24 quarter hours identified in 1(e) above.

(d) A statement from the district school board that the applicant will be employed as a teacher for the coming school year.

(3) Restricted Certificate with an Elementary Endorsement Based on Preparation under a Federal Program

A restricted certificate valid for not more than one year shall be issued to an otherwise qualified applicant who has earned the baccalaureate degree from an accredited institution of higher education, has completed a teacher preparation program provided under auspices of the Armed Forces of the United States, the Peace Corps Program, or the Economic Opportunity Act of 1964 (Public Law 88-452), and has completed two years of satisfactory teaching in any grade from preprimary through 12, in subjects regularly taught in the public schools, while with the Armed Forces of the United States, the Peace Corps, or as a volunteer in Section 608 of the Economic Opportunity Act of 1964 (Public Law 88-452).

(4) Renewal of a Restricted Certificate with an Elementary Endorsement Based on Preparation under a Federal Program

A Restricted Certificate with an elementary endorsement issued under three above shall be renewed when the holder submits the following:

(a) Oregon State Teaching Certificate Application (Form C-1) completed jointly by the applicant and the appropriate school district official(s).

(b) The $20 certification fee.

(c) Verification from an approved college or university that the applicant has completed 12 quarter hours of preparation applicable to issuing the Basic Teaching Certificate with an elementary endorsement.

(d) A statement from the district school board that the applicant will be employed as a teacher for the coming school year.

(5) Restricted Certificates with Subject Matter Endorsements

A Restricted Certificate with a subject matter endorsement enables the holder to teach in a departmentalized school from grades 5 through 12 in those areas listed on the certificate.

Restricted Certificates with subject matter endorsements shall be issued by the Commission to otherwise qualified applicants upon receipt of the following:

(a) Oregon State Teaching Certificate Application (Form C-1) completed jointly by the applicant and employing school district official(s).

(b) Certification fee of $20.

(c) An official transcript of the applicant's preparation which shows that the applicant has a baccalaureate degree and the basic subject matter endorsement in the specific subject in which the

applicant proposed to teach. Preparation for the endorsement must have been completed in an approved teacher education institution.

(d) A copy of the applicant's current teacher education program which will lead to the issuance of a Basic or Standard Teaching Certificate.

(e) A statement from the college or university verifying that the applicant is within 24 quarter hours of qualifying for either a Basic or Standard Teaching Certificate.

(f) Written justification from the applicant outlining the circumstances which make the request necessary and notice of district school board action in support of the application.

(6) Renewal of Restricted Certificates with Subject Matter Endorsements

A Restricted Certificate with a subject matter endorsement shall be renewed once when the holder submits the following:

(a) Oregon State Teaching Certificate Application (Form C-1), completed jointly by the applicant and the appropriate school district representative.

(b) The $20 certification fee.

(c) Verification from an approved college or university that the applicant has completed 12 quarter hours of preparation applicable to the 24 quarter hours identified in 5(e) above.

(d) A statement from the district school board official that the applicant will be employed as a teacher in the forthcoming school year.

(7) Restricted Certificates for Substitute Teachers

(a) A substitute teacher is one who temporarily takes the place of a regular contracted teacher; hence, restricted certificates for

substitute teachers shall not be used for contractual purposes. Upon request of the superintendent of an intermediate education district, a Restricted Certificate for substitute teaching shall be issued to an otherwise qualified applicant who has met one of the following requirements:

(1) Has held a teacher's certificate in Oregon or another state.

(2) Is presently eligible for an Oregon teacher's certificate which permits full-time teaching.

(b) The substitute teacher's certificate is valid only for the type and level of teaching indicated by the qualifying certificate.

(c) Items to be submitted for the Restricted Certificate for substitute teaching are as follows:

(1) Oregon State Teaching Certificate Application (Form C-1) completed jointly by the applicant and the intermediate education district superintendent.

(2) The $20 certification fee.

(3) Evidence of eligiblity as noted in a(1) and a(2) above.

Note: A substitute teacher having a Basic Teaching Certificate with the elementary endorsement only, a five-year Regular Elementary Teaching Certificate, a five-year Regular Secondary Teaching Certificate may renew that certificate by verifying 180 days of successful teaching experience during the validity of that certificate. Application for renewal and verification of experience should be submitted by the expiration date of the preceding certificate.

(8) Restricted Certificates for Exchange Teachers

Note: These certificates are limited to teachers from out-of-state or from foreign countries who are exchanging positions with Oregon teachers or to exchange teachers from foreign countries who are authorized by Congressional legislation to come to the United States.

(a) Upon request of the employing school board, the one-year non-renewable Restricted Certificate for exchange teachers shall be issued to applicants who present official evidence that they hold a valid teacher's certificate in their home state or country to teach in the subject or grade to which they are to be assigned to teach in Oregon.

(b) Upon request, the teacher shall submit evidence satisfactory to the Commission of good moral character, mental and physical health, and such other evidence as the Commission may deem necessary to establish the applicant's fitness to teach.

33-000 CHAPTER THREE - PERSONNEL SERVICE CERTIFICATES

33-010 BASIC PERSONNEL SERVICE CERTIFICATE

Counselors, School Psychologists, and Supervisors must hold Personnel Service Certificates.

The Basic Personnel Service Certificate qualifies the holder to serve in the public schools in any personnel service assignment from preprimary through grade 12 for which he has completed the appropriate endorsement.

33-011 Requirements for Basic Personnel Service Certificates

(1) A Basic Personnel Service Certificate valid for not more than three consecutive school years from the date of issuance shall be issued to an otherwise qualified applicant who:

(a) Holds or is eligible to hold a Basic or Standard Teaching Certificate;

(b) Has completed an approved personnel service preparation program;

(c) Has been recommended for certification by an approved institution;

(d) Has completed one of the basic endorsements established by the Teacher Standards and Practices Commission for personnel service;

(e) Presents evidence of recent educational experience either by official verification of 12 quarter hours of preparation in personnel service in an approved education institution or one year (eight consecutive months, full-time) of successful experience to have been completed in a five-year period immediately prior to date of application for certification; and

Note: Experience is verified officially by the superintendent of the intermediate education district or the superintendent of the public school district in which the applicant was employed. College preparation is verified officially by presentation of the official transcript.

(f) Is recommended by the approved education institution in which the major part of the approved education program was completed, or by the administrator of the school district in which one year (eight consecutive months, full-time) of legal experience was completed, as having the academic preparation and the personal qualities essential to serve in personnel services.

Note: Applicants who have been convicted of criminal offenses other than minor traffic violations shall be required to furnish evidence satisfactory to the Commission of their moral fitness to serve as an educator.

33-012 Renewal of Basic Personnel Service Certificate

(1) A Basic Personnel Service Certificate may be renewed once for an additional period of not more than three school years when the applicant presents official evidence of completion of 24 quarter hours of upper-division or graduate credit applicable to a planned education program and in excess of the requirements for the preceding Basic Personnel Service Certificate.

Evidence for renewal of a Basic Personnel Service Certificate shall be an official transcript of the required 24 quarter hours plus a statement from the Dean of Education at the institution where the program is being completed, verifying that the additional 24 quarter hours of

credit are applicable to the approved education program. This preparation shall be completed either in an approved education institution or in an in-service training program offered by a school district and for which credit is given by an approved education institution, or by some combination of both in keeping with rules established by the Commission.

(2) At the time the second Basic Personnel Service Certificate expires, the teacher must have completed the academic requirements for the Standard Personnel Service Certificate. Applicants who have completed all the requirements for the Standard Personnel Service Certificate except the two years of experience may be granted a third Basic Personnel Service Certificate. Thereafter, if the experience requirement has not been met, nine additional quarter hours of preparation designed to develop further competency shall be completed in an approved education institution for each subsequent renewal of the Basic Personnel Service Certificate. One year of acceptable experience in a nonpublic school during the life of the last Basic Personnel Service Certificate may be substituted for the nine hours of additional preparation, provided application for renewal is made within five years of the last year of experience for which the Basic Personnel Certificate was issued (See 33-021, section 2).

(3) Applicants for renewal of a Basic Personnel Service Certificate who have served in the Armed Forces, the Peace Corps, or VISTA for a period of 12 months or more during the validity of the Basic Personnel Service Certificate will be allowed one renewal of the Basic Personnel Service Certificate without additional preparation. Applicants receiving the Basic Personnel Service Certificate under this provision are permitted two renewals of the Basic Personnel Service Certificate before having to qualify for the Standard Personnel Service Certificate.

33-020 STANDARD PERSONNEL SERVICE CERTIFICATE

The Standard Personnel Service Certificate qualifies the holder to serve under the same conditions and in the same capacities as defined for the Basic Personnel Service Certificate. Persons employed in

personnel services are required to complete a standard personnel service certificate upon expiration of the second basic personnel service certificate.

33-021 Requirements for Standard Personnel Service Certificate

A Standard Personnel Service Certificate valid for a period of not more than five school years shall be issued to an otherwise qualified applicant who has:

(1) Completed an approved education program culminating either with the master's degree or with the completion of 45 quarter hours of upper-division and graduate study;

Note: The above may be completed in an approved education institution or in an in-service program offered by a school district and for which credit is given by an approved education institution, or by some combination of both, in keeping with rules and regulations established by the Teacher Standards and Practices Commission.

(2) Two years of successful, legal experience (two periods each of eight consecutive months, full-time) on the Basic Personnel Service Certificate.

Experience in nonpublic schools shall not apply to meeting this requirement. Persons with nonpublic school experience who meet all requirements for the Standard Personnel Service Certificate except public school experience may have the Basic Personnel Service Certificate renewed by verifying one year of acceptable experience during the life of the last Basic Personnel Service Certificate. Application for renewal must be made within five years of the last year of experience in the period for which the Basic Personnel Service Certificate was issued.

(3) One year of successful experience (eight consecutive months, full-time) or 12 quarter hours of study in an approved education institution in the five-year period immediately prior to the date of application for certification;

(4) One of the standard personnel service endorsements established by the Teacher Standards and Practices Commission; and

(5) Recommendation by an approved education institution in which the approved education program was completed, or by the administrator of the school district in which one year of legal, successful experience was completed, as having the academic preparation and the personal qualities essential to employment in personnel services.

Note: Applicants who have been convicted of criminal offenses other than minor traffic violations shall be asked to furnish evidence satisfactory to the Commission of their moral fitness to serve as an educator.

33-022 Renewal of Standard Personnel Service Certificate

(1) A Standard Personnel Service Certificate may be renewed when the holder thereof has one successful year of experience during the life of such certificate, provided application for renewal is made within five years of the last year of employment in the period for which the five-year certificate is issued.

For purposes of renewing Standard Personnel Service Certificates, experience in nonpublic schools may be accepted for public school experience. It shall be the responsibility of the applicant to provide all necessary evidence to demonstrate the equivalency of the experience. All other certification requirements shall apply to persons renewing certificates in this manner.

(2) A Standard Personnel Service Certificate shall be considered to have lapsed if the holder does not complete one school year of experience during the life of such certificate and made application for renewal within five years of the last year of experience in the period for which the five-year certificate is issued. To reactivate a certificate which has lapsed, the applicant shall present official evidence of completion of nine quarter hours of preparation in an approved education institution, such preparation to have been completed within the five-year period immediately prior to the date of application for reinstatement and applicable to meeting the current requirements of the certificate and endorsement which the applicant requests. Experience is verified officially by the superintendent of the intermediate education district or the superintendent of the local district in which the applicant was employed. College preparation is verified by presentation of the official transcript.

(3) Applicants for renewal of Standard Personnel Service Certificates will be asked whether they have been convicted of a criminal offense other than a minor traffic violation in the period since the Standard Personnel Service Certificate for which renewal is requested was issued. Those who must answer this question affirmatively will be required to furnish evidence satisfactory to the Commission of moral fitness to serve as an educator.

33-030 ENDORSEMENT OF BASIC AND STANDARD PERSONNEL SERVICE CERTIFICATES

Basic and Standard Personnel Service Certificates may be endorsed as counselor or supervisor enabling the holder to serve in those areas of specialization in preprimary through grade 12. A Standard Personnel Service Certificate may be endorsed as a school psychologist enabling the holder to serve in that capacity in preprimary through grade 12.

(1) Basic Counselor

Completion of the general endorsement for elementary or secondary teachers and demonstrated competency or 24 quarter hours designed to develop competencies in guidance and counseling, to include: basic principles of guidance; educational, occupational, social, and personal information; counseling techniques; the individual; school programs and the community; research and measurements; and supervised counseling experience.

Note: Two years of successful teaching experience in the public school classroom (or one year of successful teaching experience in the public school classroom and one year of public school supervised counseling experience on not less than a half-time basis under the direct supervision of a counselor with the standard counselor's endorsement) are required.

(2) Standard Counselor

Demonstrated competency or 24 additional quarter hours designed to develop further competencies in guidance and counseling selected from areas required for the basic endorsement; plus two years of successful counseling experience in a public school.

(3) Standard School Psychologist

Completion of the general endorsement for elementary or secondary teachers, one year of successful, legal teaching experience in a public school classroom, a master's degree from a standard college or university, and either demonstrated competency or 96 quarter hours designed to develop competencies distributed among the following:

(a) General and theoretical psychology including not less than three quarter hours of introduction to psychology, psychological foundations, general psychology, contemporary viewpoints in psychology, or equivalent courses.

(b) Psychometric techniques, including not less than 12 quarter hours in administration of individual verbal and nonverbal tests.

(c) Specialized techniques, including not less than 24 quarter hours in educational measurement, diagnostic and remedial reading, teaching mentally deviant children, preparation of social case histories, measurement of special talents and defects, projective techniques, or equivalent courses.

(d) Supporting studies, including not less than 18 quarter hours in administration of the special education program, educational psychology, child growth and development, education and psychology of exceptional children, guidance and counseling, sociology, social agencies, psychology of personality, mental hygiene, cultural anthropology, abnormal psychology, juvenile delinquency, speech correction, individual differences, or equivalent courses.

(e) Clinical practice, consisting of not less than 16 quarter hours.

Note: Experience in psychology in a guidance clinic or a public school clinic may be accepted as satisfying the requirement for clinical practice. Ninety clock hours of such experience shall be the equivalent of three quarter hours of credit. A minimum of six quarter hours of clinical practice must be completed in public schools.

(4) Basic Supervisor

Note: A supervisor's certificate is required of staff whose major responsibilities (one-half time or more) lie in any one or more of the following: organization and maintenance of professional growth program for certificated personnel; leadership responsibility for planning and development of curriculum; improvement of instructional practices;

continuous evaluation of instruction and curriculum; and direction or supervision of special education. A principal's certificate may also be used for these assignments instead of a supervisor's certificate.

(a) A Basic Teaching Certificate

(b) A standard teaching endorsement completed within the area to be supervised, and

(c) Three years of successful teaching experience in a public school classroom, or in the area of specialization in which the Supervisor's certificate is requested, and

(d) Demonstrated competency or nine quarter hours of graduate study designed to develop competencies in supervision, including practicum.

(5) Standard Supervisor

Demonstrated competency or 15 quarter hours subsequent to the master's degree designed to develop further competencies in supervision and the following:

(a) Completion of a planned program for preparation of supervisors, such program to include: improvement and evaluation of instruction, philosophy and techniques of supervision, group processes and organization, counseling skills, research skills, and field experience or internship in supervision.

(b) Two years of successful experience in a certificated position on the staff of a public school.

(c) A Standard Teaching Certificate with a standard endorsement in an area to be supervised.

33-040 SPECIAL PERSONNEL SERVICE CERTIFICATES

33-041 Vocational Director Certificate

Note: Vocational directors have administrative responsibility for all aspects of a vocational education program.

A Vocational Director's Certificate, valid for a period of not more than five school years, shall be issued to an applicant who:

(a) Holds or is eligible for a Vocational Supervisor's Certificate.

(b) Verifies five years of vocational teaching or supervision in one of the vocational subject areas.

(c) Is recommended by the superintendent of the employing school district as having knowledge and understanding of vocational education, proven ability to teach and supervise it, and understanding and interest in the several subject areas to be coordinated and directed.

33-042 Vocational Supervisor Certificate

Note: Vocational supervisors have responsibility for one (or more) area(s) in the vocational instruction program.

A Vocational Supervisor's Certificate, valid for a period of not more than five school years, shall be issued to an applicant who:

(a) Holds or is eligible for an Oregon Standard Teaching Certificate with vocational teaching endorsement, a five-year Vocational Certificate, or a five-year Special Vocational Certificate.

(b) Has three years of teaching or coordinating experience in a vocational area.

(c) Has completed 15 quarter hours in an approved teacher education institution in improvement and evaluation of instruction, vocational education, the philosophy and techniques of supervision, and group processes and organizations.

33-043 Requirements for Personnel Service Certificate of Accomplishment

(1) An exceptional person who lacks full formal preparation in personnel service, but whose combination of training and experience convinces the Teacher Standards and Practices Commission that the applicant is equivalently qualified, may be granted a Personnel Service Certificate of Accomplishment.

(2) Such a certificate will be issued by the Commission only after a district files a request to employ the applicant accompanied by: the board of education's resolution noting a description of the position to be filled, identifying the qualifications of the applicant that are especially desirable to the board, and stating the board's further reasons for requesting special certification; and the applicant's completed application, vita, and transcripts.

(3) The Certificate of Accomplishment shall be valid only for service of the type outlined in the board's resolution, within the requesting district, and for a period of one year. The certificate may be renewed by the Commission upon request by the district provided the conditions indicated upon issuance, if any, have been satisfactorily met.

34-000 CHAPTER FOUR - ADMINISTRATIVE CERTIFICATES

Chief administrators (usually superintendents, but regardless of the specific title held), along with assistant superintendents and principals in all Oregon school districts (including intermediate education districts) must hold administrative certificates.

In an elementary school with seven or fewer teachers, including the head teacher, the head teacher is not required to have an administrative certificate. Other certificated personnel with nonteaching responsibilities, such as department chairmen, vice-principals, and program directors, are not required to hold administrative certificates, but may be required to hold Personnel Service Certificates - Supervisor (see Section 33-030 (4).

Either of two approaches to qualifying for the Basic or Standard Administrative Certificate, as a superintendent or principal, are acceptable to the Teacher Standards and Practices Commission: the Approved Program Approach or the Experience Assessment Board Approach.

34-010 APPROVED PROGRAM PREPARATION FOR ADMINISTRATIVE CERTIFICATES

The Approved Program approach for preparation of administrators is outlined below in Oregon Administrative Rules 34-011 through 34-014.

34-011 Approved Program Requirements for a Basic Administrative Certificate

A Basic Administrative Certificate, valid for a period of not more than two school years, shall be issued to an applicant who:

(1) Verifies completion of a master's degree, or its equivalent, in an institution approved by the Commission;

(2) Is recommended by an approved program institution. The recommendation may be granted by the institution after the candidate has demonstrated competency, or verifies completion of 9 quarter hours of graduate study in (or accepted by) a college or university approved for the preparation of school administrators by the Commission; and

(3) Upon request of the Commission, submits evidence satisfactory to the Commission of good moral character, mental and physical health and such other evidence as the Commission may deem necessary to establish the applicant's fitness to serve as an administrator.

34-012 Approved Program Renewal of a Basic Administrative Certificate

The Basic Administrative Certificate may be renewed not more than twice, for a period of two years each time, on the recommendation of a college or university approved by the Commission for the preparation of school administrators. The recommendation shall be contingent upon satisfactory completion of part of the program leading to a Standard Administrative Certificate.

34-013 Approved Program Requirements for a Standard Administrative Certificate

A Standard Administrative Certificate, valid for a period of not more than five school years, shall be issued to an applicant who:

(1) Verifies completion of a master's degree, or its equivalent, in an institution approved by the Commission;

(2) Verifies three years of successful experience in a supervisory or administrative capacity at the level at which the certificate is sought. One year of the three years may be in an administrative internship at the appropriate level; and

(3) Is recommended by the approved college or university in which the applicant completed his program of preparation for school administrators as having the qualifications essential to a school administrator. See 34-030 (1) or (2).

34-014 Renewal of a Standard Administrative Certificate

(1) To renew a Standard Administrative Certificate, the holder must have had at least one school year (eight consecutive months, full-time) of

administrative experience during the life of the certificate. The application for renewal must be made within five years of the last year of such administrative experience.

(2) If these conditions are not met, the certificate shall have lapsed.

(3) To reactivate a certificate which has lapsed, the applicant must present evidence of demonstrated competency or 9 additional quarter hours, taken in an institution approved for preparation of school administrators, such preparation to have been completed within the five-year period immediately prior to the date of application for reinstatement and applicable to meeting the current requirements of the certificate and endorsement which the applicant requests.

(4) The foregoing renewal requirements apply to all regular administrative certificates regardless of the regulations under which they were issued.

34-020 EXPERIENCE ASSESSMENT BOARD EVALUATION OF PREPARATION FOR ADMINISTRATIVE CERTIFICATES

The Experience Assessment Board approach requires the Board to evaluate the candidate's existing qualifications. Upon completing the evaluation, the Board shall recommend to the Commission the certification status of the candidate. For candidates for whom the Basic Administrative Certificate is recommended, the Board shall identify those areas listed in the Rules for Certification in which the candidate needs additional professional growth to be eligible for the Standard Administrative Certificate.

34-021 Experience Assessment Board Appointment and Duties

(1) The certification status of candidates who apply under Oregon's experience assessment program is evaluated by the Experience Assessment Board consisting of seven members appointed by the Commission for a three-year term of office.

(2) The Board includes:

(a) Three members who are full-time, certificated administrators in the public schools, at least one of whom serves as a superintendent and one as a principal.

(b) One member who is a full-time, certificated, classroom teacher in the public schools.

(c) One member who is a full-time instructor in an approved program for preparation of administrators.

(d) One member who is a past or present member of the governing board of any school district.

(e) One member who, as representative of the public, is without experience either as a certificated employee in the public schools or as a board of education member.

(3) The duties of the Board are: to recommend rules, criteria, and procedures, in accordance with the rules of the Teacher Standards and Practices Commission, for evaluating the status of candidates who apply for certification as school administrators under the experience assessment program; to evaluate the qualifications of applicants and recommend to the Commission the issuance or denial of certification as superintendents or principals; and to provide a profile which indicates the areas, if any, in which the applicant needs additional professional growth to meet the experience assessment requirements for a Standard Certificate. In making this evaluation, the Board considers the competencies achieved through formal academic training, relevant work, community participation, and related experiences. The Board meets, as needed, on the second Tuesday and Wednesday of February, June, August, and November.

34-022 Experience Assessment Board Requirements for a Basic Administrative Certificate

(1) A Basic Administrative Certificate, valid for a period of not more than two school years, shall be issued to an applicant who:

(a) Verifies completion of a master's degree or its equivalent in an institution approved by the Teacher Standards and Practices Commission.

(b) Upon request of the Commission submits evidence satisfactory to the Commission of good moral character, mental and physical health, and such other evidence as the Commission may deem necessary to establish the applicant's fitness to serve as an administrator.

(2) Applicants for certification by the Commission shall submit, at least 30 days prior to the next Experience Assessment Board meeting, materials and supportive evidence to include:

(a) Skills and interest in learning and teaching.

(b) Biographical data.

(c) Previous employment data, including position descriptions and verification of experience.

(d) A self-analysis in relation to the requirements of an educational leader.

(e) Statements indicating leadership ability, education career objectives, and personal commitment to education.

(f) Names and addresses of the following people who may be contacted to appraise performance: the present and former immediate supervisors (for the Superintendency, this shall be the school board

chairman); three administrators from within the district or geographic area who have comparable assignments; and three certificated staff members whom the applicant supervises.

Note: Applicants who are unable to submit the information required above shall furnish the names and addresses of people with positions comparable to those listed.

(g) Other information as may be requested.

(3) Applicants who are otherwise qualified, and who meet the minimum requirements, shall be issued by the Commission a two-year Basic Administrative Certificate as a superintendent or principal, and shall be provided a profile which indicates the areas in which the applicant needs additional professional growth to meet the experience assessment requirements for a Standard Certificate.

34-023 Experience Assessment Renewal of a Basic Administrative Certificate

The Basic Administrative Certificate may be renewed not more than twice, for a period of two years each time. The renewal shall be based upon the presentation of evidence and testimony satisfactory to the Experience Assessment Board that the applicant is making adequate progress toward meeting the competencies indicated for the Standard Administrative Certificate.

34-024 Experience Assessment Requirements for a Standard Administrative Certificate

A Standard Administrative Certificate, valid for a period of not more than five school years, shall be issued to an applicant who:

(1) Verifies completion of a master's degree, or its equivalent, in an institution approved by the Teacher Standards and Practices Commission.

(2) Verifies three years of successful experience in a supervisory or administrative capacity at the level at which the certificate is sought.

(3) Is recognized by the Teacher Standards and Practices Commission as having the competencies essential to a school administrator, as specified in OAR 34-030(1) or (2).

34-025 Renewal of Standard Administrative Certificates

Standard Administrative Certificates issued through the Experience Assessment Board approach are renewed under 34-014, above.

34-030 ENDORSEMENT OF STANDARD ADMINISTRATIVE CERTIFICATES

(1) Standard Principal

Demonstrated competency or 33 quarter hours of upper-division or graduate study designed to develop competencies in each of the following areas of school administration: the teaching-learning process; curriculum development and implementation; school-community relations; pupil-school personnel relationship; personnel supervision and evaluation; budget planning and preparation; research, evaluation, and goal-setting; human relations; communicating, and such other learning experiences as may promote professional growth in school administration.

Note: Competency in some areas may be demonstrated to the satisfaction of academic authorities of the institution. The institution's acceptance and recommendation of the candidate shall be acceptable proof of competency in those areas. A candidate's competency in some or all of the areas may also be demonstrated to the satisfaction of the Teacher Standards and Practices Commission.

(2) Standard Superintendent

Demonstrated competency of 45 quarter hours of upper-division or graduate study designed to develop competencies in each of the following areas of public school administration: the teaching-and-learning process; school law; planning and maintaining school facilities; school-community relations; policy development and implementation; personnel management, evaluation, and negotiation; business management, budget planning and preparation; research, evaluation, and goal-setting; human relations; communicating; school board relationships, and such other professional capacities as may be valuable in meeting the demands of school administration.

Note: Competency in some areas may be demonstrated to the satisfaction of academic authorities of the institution. The institution's acceptance and recommendation of the candidate shall be acceptable proof of competency in those areas. A candidate's competency in some or all of the areas may also be demonstrated to the satisfaction of the Teacher Standards and Practices Commission.

34-040 SPECIAL ADMINISTRATIVE CERTIFICATES

34-041 Restricted Administrative Certificate

Restricted Certificates for school administrators, valid for not more than one school year, shall be issued by the Commission at the request of the employing school board. The items to be submitted are detailed below. Every effort should be made by school districts to employ fully certified administrators. In order to promote the contracting of fully certified administrators, the Commission will not issue or renew restricted certificates with superintendent or principal endorsements before August 15.

(1) A Restricted Administrative Certificate shall be issued by the Commission to otherwise qualified applicants upon receipt of the following:

(a) Oregon State Teaching Certificate Application (Form C-1) completed jointly by the applicant and employing school district official(s).

(b) The certification fee.

(c) Official evidence which established that the candidate holds or is eligible to hold the Standard Teaching Certificate.

(d) A copy of the applicant's current administration preparation program which will lead to the issuance of a Basic or Standard Administrative Certificate.

(e) A statement from the college or university verifying that the applicant is admitted to a program leading to either a Basic or Standard Administrative Certificate.

(f) Written justification from the applicant outlining the circumstances which make the request necessary and notice of district school board action in support of the application.

(g) Evidence of recent educational experience either by official verification of nine quarter hours of preparation or one year of successful experience to have been completed in a five-year period immediately prior to date of the application for certification.

(2) The Restricted Administrative Certificate may be renewed by the Commission upon request by the district provided the conditions indicated upon issuance, if any, have been satisfactorily met.

34-042 Administrative Certificate of Accomplishment

(1) An exceptional person who lacks full formal preparation as a school superintendent, but whose combination of training and experience

convinces the Teacher Standards and Practices Commission that the applicant is equivalently qualified, may be granted an Administrative Certificate of Accomplishment.

(2) Such a certificate will be issed by the Commission only after a district school board files a request to employ the applicant as district superintendent. The request must be accompanied by: the board's resolution noting a description of the position to be filled, identifying the qualifications of the applicant that are especially desirable to the board, the board's further reasons for requesting special certification; and the applicant's completed application for certification, vita, and transcripts.

(3) The special certificate shall be valid only for service within the requesting district, and for a period of two years. The certificate may be renewed by the Commission.